



PO Box 965, Rarotonga Cook Islands Phone (682) 24 479, Web: www.totatouvai.co.ck

POSITION SUMMARY

Job Title:	Stores Person
Division:	Finance and Customer Services
Responsible To:	Chief Financial Officer
Job Purpose:	To manage all processes pertaining to the effective and efficient operation of TTV's Operations stores.
Job Classification:	Function: Stores Person (Treatment, Network, Projects Divisions)
Date updated:	May 2021

AGENCY VISION

Our Vision: A community-trusted supplier of water services.

Our Mission: A reliable water supply that is safe to drink – improving the wellbeing of our Cook Islands people.

Our Values: Customer First, Accountability, Teamwork, Clear communications, Honesty.

ORGANISATIONAL STAFFING STRUCTURE

RESPONSIBILITIES

- Continuously monitor and maintain the required stock levels for Network, Treatment and Projects.
- Manage all processes pertaining to stock purchasing through to product receipt; including liaising with both local and overseas suppliers regarding quotations, stock availability and delivery time lines.
- Prepare and process purchase orders.
- Check orders to ensure that costs and goods received are correct before processing the payment.
- Maintain accurate records of all stock received, returned and issued.
- Ensure all stores items are clearly labelled with specifications and any other storage details as appropriate.
- Maintain stock as per the required policies and procedures.
- Liaise with Network, Treatment staff and Project Manager to ensure the smooth running of the stores.
- Work with Finance team to ensure all stock records are accurate and in compliance with requirements.
- Ensure that all stock related data is continuously updated and all historical information and actions are able to be tracked.
- Provide month-end stock reconciliation to Chief Financial Officer on 3rd day of the following month.
- Conduct annual stocktake for the Stores.
- Conduct regular quarterly stock takes to ensure any problems are detected and resolved in a timely manner.
- Comply with all work place safety policies and procedures.
- Provide support to other departments as requested.
- Any other duties as requested by Management.

All responsibilities and duties are to be carried out in accordance with the relevant To Tatou Vai policies and procedures.

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • Successfully completed Level 3 NCEA 	<ul style="list-style-type: none"> • Demonstrated interest in further study towards a tertiary qualification in Business Management, Accounting or another relevant discipline.

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
Must have at least 5 years experience in stores management	5-10 years experience in procurement or finance related areas of work.

JOB COMPETENCIES

Customer Satisfaction	Ability to maintain the customer (both internal and external) as the prime focus of all activities.
Great attitude	Demonstrates a great attitude, enthusiasm and a willingness to learn and develop extra skills.
Attention to Detail	Ensures information is complete and accurate.
Dependability	Is reliable and is able to meet deadlines in an efficient and effective manner.
Organization	Ability to plan, organize and prioritize to achieve work goals.
Initiative	Ability to use resources and opportunities effectively, set personal work programs.
Teamwork	Ability to work as part of a team co-operatively and productively.
Communication	Ability to communicate effectively at all levels, both in writing and orally.
Integrity	Demonstrates integrity, honesty and has the ability to earn trust and respect of others.

CHANGE TO JOB DESCRIPTION

Approved:

CE/Manager

Date

Employee

Date