

Job Title:	Stores Expeditor
Location:	Aberdeen (may be required to visit other locations, including Customers sites)
Responsible To:	Stores Team Leader
Direct Reports:	None
Review Date & Rev No	July 2024 - Rev04

Purpose of Job:	<p>The purpose of the job is to:</p> <ul style="list-style-type: none"> ○ Ensure that Special Delivery Requests (SDR) are picked, packed, inspected in a timely and efficient manner to allow Hydrasun to meet the customers expectations. ○ Perform general and ad-hoc stores duties as required to ensure organisational or client objectives and deadlines are met. ○ Support the Stores Supervisory Team in achieving the Stores and Logistics team objectives.
Key Areas of Responsibility:	<ul style="list-style-type: none"> • Maintain the daily SDR list to ensure the timely despatch of goods accurately and in accordance with relevant procedures. • When required - Perform stock takes. • Maintain work areas in a safe and effective order. • Use Syspro / HLR / Voice Picking System as appropriate • Perform all duties safely and in accordance with Hydrasun Safety Management System (SMS). • Perform duties in accordance with the Hydrasun Quality Management System (QMS). • Proactively seek to improve the Hydrasun SMS and QMS. • Identify and implement improvements to existing ways of working. • Interact with internal customers in a positive and professional manner. • Work overtime as required to ensure organisational or client deadlines are met. • When required - Provide holiday and absence cover within other sections of the Stores and if applicable within other Departments.
Interfaces (Internal/External):	Stores, QA, IT, Procurement, Operations Department, Support Services and Marketing and Sales

Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> ▪ Secondary School Education 	<ul style="list-style-type: none"> ▪ Stores/Warehousing SVQs or equivalent
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> ▪ Minimum of 2 years experience in a stores environment. ▪ Working within a Safety & Environmental Management System. (ISO14001/45001 etc) ▪ Working within a Quality Management System (ISO9001 etc). 	
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> ▪ Ability to work strictly to standards and procedures ▪ Good communications skills ▪ Ability to work under on own initiative ▪ Good organisational skills ▪ Flexible and adaptable ▪ Literate and Numerate ▪ Ability to problem solve and make decisions ▪ Customer and Quality Focus 	<ul style="list-style-type: none"> ▪ Knowledge of the Hydrasun product ranges.

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests if the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date: _____

Name in Capitals ()

Signature of Manager: _____

Date: _____

Name in Capitals ()