



## POSITION SUMMARY

<b>Job Title:</b>	<b>Stores Person</b>
<b>Division:</b>	Corporate
<b>Responsible To:</b>	Chief Financial Officer (CFO)
<b>Job Purpose:</b>	To manage all processes pertaining to the effective and efficient operation of TTV's Operations stores.
<b>Job Classification:</b>	Function: Stores Person (Treatment, Network, Projects Divisions)
<b>Date updated:</b>	June 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 timelines.
- 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 the 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 3<sup>rd</sup> 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 workplace 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.

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

### 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.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
Must have at least 1- 2 years experience in stores management	3 years experience in procurement or finance-related areas of work.

### JOB COMPETENCIES

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

**CHANGE TO JOB DESCRIPTION**

**Approved:**

\_\_\_\_\_  
CEO/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date