



CAREER OPPORTUNITIES

Enemalta plc is the leading energy service provider in the Maltese Islands, entrusted with the distribution of electricity and the development of the national electricity distribution network.

We are committed to the ongoing development of a highly skilled, diligent team of staff to maintain an effective level of service to our customers. As part of this process, we are inviting motivated individuals interested in joining our Company to apply for the post of:

Storekeeper

(Jobsplus Permit No. 128/2020)

Further details about this position including key responsibilities and requisites are available hereunder.

If you are interested in this opportunity, kindly send an application letter and an updated CV to our Human Resources Department by email on hr.em@enemalta.com.mt, by not later than Friday 13th March 2020 (noon).

All applications will be acknowledged and treated in strictest confidence.

Enemalta plc

Administration Building, Church Wharf, Marsa MRS 1571

www.enemalta.com.mt



JOB DESCRIPTION

Designation:	Storekeeper
Reports to:	Store Officer
Supervision Received:	Store Officer, Stores Coordinator or respective Manager
Supervision Exercised:	None

Purpose

The primary purpose of the grade of the Storekeeper is to provide operational support and assistance to the Store Officer in the day to day management of the store and/or warehouse at which he/she is assigned. The Storekeeper may be assigned on work related to his/her job description on any plant operated by Enemalta plc as well as any related sub-contracted work from third parties in line with the principles as outlined in the Collective Agreement. The Storekeeper shall at all times perform his/her work in accordance and in compliance with Health & Safety Legislation as well as Health & Safety policies and procedures as may be issued by Enemalta plc from time to time.

Roles & Responsibilities

The Storekeeper shall be responsible for providing day to day support and assistance to the Store Officer. The roles and responsibilities of the Storekeeper shall include the following:

Stock Requisitioning:

The Storekeeper shall be primarily responsible for monitoring and controlling stock levels within his/her designated store and trigger the procurement and stock requisitioning process on the basis of the policies and guidelines as set out by the Stores Coordinator or his/her delegate, The Storekeeper shall:

- In the case of items of spare parts for which an MRP System of Stock Management is used trigger the procurement process by raising a purchase requisition to the Stores Coordinator or his/her delegate on the date scheduled in the procurement plan;
- In the case of items of spare parts for which a JIT System of Stock Management is used trigger the procurement process by raising a purchase requisition to the Stores Coordinator or his/her delegate on the date on which a spare part item has been issued through the stores to the workshop;
- In the case of items of spare parts and consumables for which an Economic Order Quantity System of Stock Management is used, shall trigger the procurement process by raising a purchase requisition to the Stores Coordinator or his/her delegate on the date on which the Reorder Level has been reached;
- To be responsible for generating a proposed purchase requisition on the basis of reservations posted by users on the system.

Stock Receipting:

The Storekeeper shall follow appropriate systems of internal control for the purpose of ensuring that all goods and materials received are accounted for in the stock management system. The Storekeeper shall:

- Review and reconcile items contained in the delivery note (and invoice if applicable) presented by the supplier against the actual quantity of goods delivered on site;
- Review and reconcile items contained in the delivery note (and invoice if applicable) presented by the supplier against the purchase order;
- Check, verify and ensure that the quality of the goods delivered by the supplier comply with the quality criteria as defined in the original specifications;
- Notify his/her superiors in the case of spare parts and/or consumables that require technical expertise, and request certification of the overall quality of the goods delivered and that they conform to the original specifications;
- Prepare an arrival of goods report or any such other documentation and process the relevant entries necessary to post the transaction in the management information system of the Company. If it is evident from a visual inspection that goods received may be damaged, the Storekeeper should alert his/her superiors;
- Register and code the goods received from the suppliers into the relevant Bin Cards or into such other system as may be developed by the Company;
- Whenever physically and logistically possible, place the goods received from the suppliers into the appropriate location within the warehouse;
- Notify relevant parties that the goods have arrived.

Stock Issuing:

The Storekeeper shall further be responsible for managing the transactions associated with the issue of items of stock within the warehouse and between plants. The Storekeeper shall:

- Issue stock required by relevant personnel in a timely manner as required by the Store Officer;
- Ensure that all stock issues are covered by a signed and approved Work Order quoting the Job Number against which such stock is to be dispatched;
- Post the relevant transaction into the Stock Management System of the Company;
- Strike off the relevant entries and quantities dispatched to the relevant personnel from the Bin Cards or other system as may be used;
- Ensure that appropriate signatures are provided from relevant personnel confirming receipt of goods from the stores.

Reconciliation, Reporting & Analysis:

The Storekeeper shall provide the necessary assistance and support to the Store Officer in the preparation and compilation of the necessary performance reports that would comprise:

- Preparation of Performance Reports on Suppliers identifying instances in which key performance indicators and/or service levels were not reached;
- Preparation of Consolidated Stock Movement Reports categorised by equipment, job and Team Leader;
- Preparation of reports reconciling stock movements in and out to the actual material utilised on the job;
- Preparation of other ad hoc reports as may be required from time to time.

Basic Duties:

The Storekeeper may at times be required to provide support to the Store Assistant by carrying out

basic duties associated with the efficient maintenance and upkeep of the Stores. The Storekeeper may be required to:

- Carry out cleaning and upkeep duties within the Store so assigned;
- Help out and assist other members of the Stores Section;
- Carry out basic paint jobs and light fitting duties within the Stores;
- Handling and moving goods, equipment within the Stores and transporting these from one place to another (both inside and outside the Store);
- Driving light trucks and forklifter to transport goods from one place to another;
- Participate in works necessary for modifying the Stores or changing its layout including coding and labelling of items as required;
- Check on an ongoing basis a sample of stock locations against physical quantities in stores;
- Participate in stock-taking activities.

Qualification Required

The Storekeeper must:

Be in possession of a recognised qualification in Storekeeping;

Knowledge & Skills Required

- Highly meticulous and organised with an eye for detail;
- General awareness of relevant Health & Safety issues;
- Good working knowledge of stock management practices and procedures including Economic Order Quantities & Reorder Levels;
- Computer literate and conversant with the use of Enterprise Resource Planning Systems;
- Basic knowledge of the electrical, mechanical, instrumentation and control systems used by the Company in its operations;
- Good knowledge of administrative procedures in processing stock receipts and issues from the stock;
- Must be physically fit for work;
- Must be physically fit to drive;
- Must not be afraid to work at heights;
- Must have a valid driving licence.

The selected candidate/s shall also obtain the C1 driving licence by the end of the respective six-month trial period.