

Sykes & Son Ltd

Job Description and Person Specification

Date Effective	
IMS Reference	ADM/0200-00
Job Title	Stores Manager/Driver
Based at	Mobile and at Storage Facility
Reporting to	QHSE Manager (subject to review)
Direct Report(s)	Driver
Working Relationships	Colleagues, suppliers
Job Summary	To manage Sykes stores in East London including: stock control including maintaining electronic records; plant hire and purchase; materials purchase; liaison with sites and managing deliveries and collections thereto; temporary storage of materials and plant; Basic repairs and maintenance of plant incl PAT testing; managing the full time driver including allocating workload; fulfilling the secondary driver role as required (estimated 40% driving and 60% stores manager).

Key responsibilities and Accountabilities:

1. Maintain accurate and timely electronic records of plant in stores and on sites
2. Manage plant requirements for sites including hiring and purchasing as appropriate and liaising between sites to ensure most economical use of company assets
3. Purchase and stock control of general consumables for sites
4. Manage the full time driver operating from the stores facility servicing the needs of the sites. To include plant and materials, rubbish collection, and site set-up at project inception and clearance at completion of projects.
5. Basic cleaning, repair and maintenance of plant in readiness for reallocation to sites
6. Maintain a clean, tidy and safe stores facility
7. Adhere to all Health and Safety and Environmental procedures
8. Carry out all duties as second/support driver
9. Keep fully detailed records of works/duties to allow accurate job costing – via weekly timesheets

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Competencies

Competence	Level				
	1 – not required/2 – rarely required/3 – sometimes required/4 – required most of the time/5 – required all the time				
Technical	1	2	3	4	5
Communication/Teamwork	1	2	3	4	5
Communication/External Awareness	1	2	3	4	5
Teamwork	1	2	3	4	5
Resource Management	1	2	3	4	5

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Personal Attributes/Aptitude/Skills

Personal attributes/aptitude and skills	Essential	Desirable
Qualifications	➤ Clean driving licence	
Education needed for this role	➤	
Training needed for this role	➤ Driver Awareness ➤ Manual Handling ➤ COSHH ➤ Asbestos Awareness ➤ Environmental Awareness ➤ Fire Awareness	➤ Basic IT skills ➤ Stock management
Experience needed for this role	➤ Plant hire and purchase ➤ Commercial vehicle driving in London (or similar)	➤ Basic construction knowledge
Personal attributes needed for this role	➤ Self motivated ➤ Enthusiastic	➤ Well organised ➤ Honest ➤ Flexible
Aptitude needed for this role	➤ Good communication skills ➤ Basic numeracy and literacy ➤ Commercial awareness	➤
Skills needed for this role	➤ Planning and prioritising	➤ Time management

Managing Director:

____*Andrew Burr*____

Date: 4th January 2022

Review Date: