

Job Title:	Stores Controller - Peterhead	Function:	Group Operations
Department:	Yard	Location:	Peterhead
Reports To:	Peterhead General Manager	Responsible For:	N/A

Job Purpose:

To co-ordinate with the General Manager on site receiving/dispatching operations ensuring that all related work is carried out to a high standard with regards to quality of service. To ensure efficient and effective procurement and dispatch activities are carried out as set by TWMA's policies and procedures. To be able to carry out all jobs onsite when required, undertaking training as needed, to ensure efficient operation is maintained.

Key Responsibilities:

HSEQ:

- Ensure awareness in respect of HSEQ targets and objectives.
- Proactively identify and implement changes or improvements as required.
- Attend safety meetings with HSEQ/Client personnel as required.
- Raise any concerns relating to HSEQ in conjunction with TWMA procedures.

Stores:

- Goods receive all orders received at Peterhead facility in a timely manner
- Participate in daily toolbox talks with operators and ensure work instructions and risk assessments are communicated and understood.
- Provide 'on the job' training for new operators. Ensure that General Manager is kept fully advised as to the progress and results of such training.
- Ensure that safe working practices are followed by all employees/contractors on site at all times.
- Ensure that all environmental, safety and quality procedures are followed
- Carry out stores administration and any other relevant administration duties as required by management.
- Ensuring that Navision is always used to issue out or receive goods into the stores
- Raising of transfer orders for issuing / re-ordering of stock items
- Raising Job cards for any stock write off's in line with procedure
- Support the management of stock control within the stores arrangement.
- Carry out cycle counts & full stock counts in line with procedure
- Ensure S.K.U's (stock keeping units) are regularly reviewed and in line with business requirements and adjust either up/down
- Organise and arranging all materials within the store in an appropriate and manageable fashion
- Organise and arrange assets/materials within the yard in an appropriate and manageable fashion
- Regularly seek to identify and implement improved ways of working.
- Attend operational meetings as and when required
- Develop a good working relationship with 3rd party Customers/Vendors
- Provide support and regularly communicate with operators both formally and informally as required to ensure highest level of operations are achieved and expectations are understood.
- Assist General Manager to determine adequate manning levels for the site in order to meet the needs of the business.
- Liaise with General Manager, when required, to plan training for operators to enable effective performance and ensure their personal development is continued in order to meet the changes in the business.

- Any other duties that may arise in line with the post

Equipment Operation:

- Assuring that operational instructions are always followed as detailed in the operational procedures.

External Work:

- Following instructions from site supervision as required.
- Manage out of hours work as required.
- Working at client/vendor sites

Yard Duties:

- Loading and back loading of all offshore containers.
- Operating the Forklift.
- Record operations and transportation details, as required by the company's operation procedures.
- Organising the shelving and outdoor parts/equipment as necessary
- Assist with waste management activities

Skills and Experience:

	Essential	Preferred
Qualifications/Training	<ul style="list-style-type: none"> • Basic Academic Qualifications • HND Level in Administration or equivalent relevant speciality • Valid Forklift certificate up to 16 tonnes 	<ul style="list-style-type: none"> • Awards / Certificate in a relevant discipline
Experience	<ul style="list-style-type: none"> • People Management • Working with staff at all levels 	<ul style="list-style-type: none"> • Working within the oil and gas or energy industries.
Knowledge/Skills/Competencies	<ul style="list-style-type: none"> • Highly organised with the ability to organise own workload and ability to meet deadlines • Good administrative skills • Proficient in use of IT, in particular Microsoft Word, Excel and Outlook • Dedicated to promoting a positive image of the Company • Ability to work creatively and apply defined systems of work. 	<ul style="list-style-type: none"> • UK / EU Customs Regulations. • Experience of working with NAVISION or other accounting packages. • Experience of working with C-SAM or other industry logistics packages.

Complying with Procedures:

- Ensure compliance with the Company and Client operating policies and procedures.
- Ensure compliance with the Company Health and Safety policy.
- Be aware of company conditions of employment as detailed in the Employee Handbook.



- Liaise with the HR Department to assure compliance with current employment law legislation and contract of employment.

Note: The duties described herein are intended as a guide only, and it should be understood that operational demands may at times necessitate that an employee performs duties not included in this description.

TWMA is committed to protecting the personal data of private individuals during our recruitment process. By submitting your application for the vacancy described above, you will be giving us personal information about yourself. Please refer to our Candidate Recruitment Policy, which explains to you how we protect and treat your personal information and the rights you have. You can read the policy either by clicking on the 'Candidate Recruitment – Privacy Policy' section at the bottom of the home page of our website or by requesting a copy of the policy from us.

At TWMA, we believe that diversity is not only a moral imperative but also a strategic advantage. We are committed to creating an inclusive workplace where everyone feels valued, respected, and empowered to contribute their unique perspectives. We actively seek to build a team that reflects the diverse communities we serve, and we embrace differences in race, ethnicity, gender, age, sexual orientation, disability, religion, and background. Our dedication to diversity and inclusion extends beyond recruitment and hiring; it permeates our culture, policies, and practices, driving innovation, collaboration, and success.

