

STOREKEEPER ROLE SPECIFICATION



BACKGROUND

We currently have a requirement for a Storekeeper within our Supply Chain Business based in our Craigavon store.

The Storekeeper will be required to receive and issue materials used in the Transmission and Distribution of electricity ensuring that the agreed service levels for all customers are met. The Storekeeper will play an efficient and effective role in Supply Chain within the organisation.

The successful candidate will be involved in all activities carried out in the store including receiving and issuing materials; placing materials into their designated locations; picking materials on a daily basis; checking documentation and performing any related computerised work. Due to nature of the role the successful candidate must have the required mobility to ensure they are able to carry out all storekeeper duties. The successful candidate will be required to travel to other NIE Networks and Contractor sites from time to time.

THE ROLE

The successful candidate will be highly motivated, self-starter who will contribute to the effective and efficient management of the business on a day to day basis.

The principle duties of the post are;

- Receiving and issuing materials from the Store
- Placing materials received in the store into their designated locations
- Picking materials on a daily basis as requested including measuring and cutting of cable
- Loading and unloading materials using a forklift truck (FLT) as required
- Process inventory-based IT requirements via Microsoft Outlook, Excel, Word and inventory management system (SAP)
- Checking all documentation accompanying incoming delivery of materials and performing any inventory management systems (SAP) entries that are required
- Check materials received for any damages, short deliveries etc., and subsequent follow up
- Ensure adequate record keeping is maintained i.e. plant serial and cable drum numbers etc.
- Contribute to the general site management; comply with all company policies including Health and Safety and Environmental Policies.
- Ensuring best practice housekeeping is maintained, keeping Stores (internal & external) in a clean and tidy state
- Providing emergency cover for other store locations, including participation in the Stores standby rota.
- Assisting in stock taking as laid out in the company's documented procedure, both in main stores and in satellite store locations.

THE INDIVIDUAL

Essential Criteria

It is **essential** that the successful candidate meets the following requirements:

- GCSE (or equivalent) English and Maths at grade C or above
- A developed understanding of the operations within a stores environment
- Good IT skills to include competent in the use of Microsoft Office
- Good communication skills, both verbal and written
- Demonstrate ability to positively influence safety behaviours
- Possess a strong customer focus and ability to achieve results
- Ability to work in a busy, time bound, work environment
- Ability to produce accurate work
- Ability to work unsupervised and be a self-starter

- Ability to contribute to the overall objectives of the team and contribute to a process of ongoing improvement
- Demonstrate flexibility and be willing to work in different locations within Northern Ireland and work outside of normal working hours when required
- A current driving licence.

Desirable Criteria

Ideally you should also possess:

- Current counterbalance forklift licence
- Experience in computerised Materials and Resource Planning (MRP) or Enterprise and Resource Planning (ERP) Systems
- Qualification in ECDL or equivalent
- NVQ Level 2 or equivalent in stores operations

CORE COMPETENCIES

The person appointed must demonstrate the following core competencies:

Communication

Able to communicate information and ideas clearly and articulately both in oral and written form. Uses appropriate language, style and methods depending on audience and the purpose of communication. Able to convey complex information clearly. Anticipates the information that others will need.

Attention to Detail

Ability to process detailed information effectively and consistently. The ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small. This means monitoring and checking work or information, while organising time and resources efficiently.

Flexibility / Adaptability

Has actively sought to learn new things on own initiative. Has responded positively to change and adapted to new situations quickly. Able to take on a diverse range of tasks equally effectively.

Organised

Able to achieve results in a quality, timely, and cost-effective way. Sees priorities, plans the efficient use of resources, and monitors progress against objectives. Anticipates crucial stages in projects. Formulates alternative means of achieving objectives. Responds effectively to unforeseen events.

Team Work

Actively participates in team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members. Can get things done through others and set realistic objectives. Seeks opportunities to develop others. Prioritises team goals over individual goals.

Initiative

The ability to recognise and create opportunities and to act accordingly.

Conflict Resolution

The ability to handle conflicting interests diplomatically and to help solve them

THE PACKAGE

The competitive remuneration package for this position will be based on the skills and experience of the successful candidate, with progression opportunities.

The company also offers many other [benefits](#). (The QR code will take you to the benefits section of our website)



OUR PEOPLE MATTER

At NIE Networks we realise our employees are at the heart of our success and they are the future of an ever-changing energy industry. With employee wellbeing at the core of our approach, we are continually investing in our people and are committed to helping every individual reach their full potential through both professional and personal development. We believe in nurturing effective teams and high performing leaders to deliver the best possible service for our customers.

DISABILITY

NIE Networks will provide reasonable support to disabled applicants throughout the recruitment process. Applicants who may require special arrangements should identify this clearly within their application form to enable us to make any appropriate adjustments.

DIVERSITY AND INCLUSION

NIE Networks has achieved Silver, Diversity Mark Accreditation and is committed to equality of opportunity and acknowledges the unique contribution that all potential candidates can bring in terms of their education, ethnicity, race, gender, nationality, age, religion, disability, sexual orientation and opinions. Applications are positively welcomed from all backgrounds and appointments are made on merit following a fair, open and transparent selection process.

HOW TO APPLY

Please submit a CV and cover letter together (detailing alignment to the essential criteria) via the NIE Networks recruitment portal www.nienetworks.co.uk/jobs (The best experience of this portal will be through the [Google Chrome](#) internet browser or click on the QR code.)



- Once you are in the careers page select the Storekeeper role and click on “**Apply Now**”.
- You will initially be asked to create a “Candidate Area” by inputting your email address and a secure password – once you select “Create Candidate Area” you can then log in directly using these same details. The address that you register with will be the address that we contact you on.
- Select “**Apply for Vacancy**”
- Once you have created your profile upload both your CV and Cover Letter within your application.
- Please ensure to review your CV before submission as you will not have the opportunity to amend the CV once it has been submitted.
- You will receive an [email confirmation](#) once your CV and Cover Letter has been submitted (Please check your junk mail too).
- Late applications will not be accepted

Completed CV’s and cover letter must be submitted for the role no later than **11pm Sunday 29 June 2025**.

NIE Networks is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process

FOR YOUR INFORMATION

If you would like to view up to date information about NIE Networks please visit our website www.nienetworks.co.uk or scan the QR codes below.

About NIE Networks



About NIE Networks History



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