

## Virgin Tech Maintenance Support – Storeperson

### Virgin Australia strategic objectives

Australia's Favourite Airline Group. Leading through loyalty – customers, partners and community

1. Impress our customers
2. Strengthen our relationships
3. Be business smart
4. Put safety first and deliver operational excellence
5. Our people at their best

<b>Level</b>	1	<b>Location</b>	Melbourne
<b>Department</b>	Maintenance Support	<b>Division</b>	Virgin Tech
<b>Group</b>	Virgin Australia	<b>Direct Reports</b>	Nil
<b>Reports to</b>	Warehouse Supervisor	<b>Manager once removed (MOR)</b>	Business Support Manager
<b>Role Scope</b>		<b>Created / Updated</b>	17 July 2018

### Role Summary

Role purpose

The Storeperson is responsible for the correct receipt, storage, issue and dispatch of inventory & tooling in accordance with company and regulatory policies and procedures. They are expected to maintain a safe and compliant working environment.

Accountabilities and Key Metrics

Accountability	Major activities	Key Metrics
Goods Inwards	<ul style="list-style-type: none"> <li>• Consignment receipt</li> <li>• Order receiving</li> <li>• Rejection of non-conforming products</li> <li>• Batch document scanning/filing</li> <li>• Return To Stock</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with company procedures and work instructions.</li> <li>• Compliance with CASA regulations.</li> <li>• Measurement of department KPI's.</li> </ul>
Storage	<ul style="list-style-type: none"> <li>• Segregation of aeronautical, commercial, hazardous and ESD products</li> <li>• Preparation of products for storage or transport</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with company procedures and work instructions.</li> </ul>
Quarantine	<ul style="list-style-type: none"> <li>• Unserviceable Rotable and repairable product processing</li> <li>• Scrap time expired products</li> <li>• Pick, pack and dispatch products to repair/overhaul vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with company procedures and work instructions.</li> <li>• Compliance with IATA Dangerous Goods Regulations.</li> <li>• Measurement of department KPI's.</li> </ul>
Goods Outward	<ul style="list-style-type: none"> <li>• Requisition processing</li> <li>• Manual issue of products to aircraft</li> <li>• Pick, pack and dispatch products to internal and external destinations</li> <li>• Freight forwarder coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with company procedures and work instructions.</li> <li>• Compliance with IATA Dangerous Goods Regulations.</li> <li>• Measurement of department KPI's.</li> </ul>

Accountability	Major activities	Key Metrics
Inventory Control	<ul style="list-style-type: none"> <li>• Tool Check-In / Check-Out</li> <li>• Correct Storage Procedures</li> <li>• Life expiry reporting &amp; management</li> <li>• Cyclic and annual stocktakes</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with company procedures and work instructions.</li> <li>• Measurement of department KPI's.</li> </ul>

#### Decision Making Authority

Decisions role expected to make	Recommendations role expected to make
Nil	Nil

## Values and behaviours

### We think customer

- Our customers are at the heart of everything we do
- We are passionate about creating an outstanding flying experience
- We deliver consistently high service internally and externally

### We do the right thing

- We always put safety first
- We act with integrity and honesty
- We create a sustainable and inclusive environment for our people and the community

### We lead the way

- We lead by example
- We have the courage to think differently
- We innovate

### We are determined to deliver

- We do what we say we're going to do
- We are responsive
- We are committed to excellence in all we do

### Together we make the difference

- We work together to achieve success
- We consider our impact on others
- Our people set us apart

## Expertise

	Must have	Great to have
Knowledge/qualifications	<ul style="list-style-type: none"> <li>• Ability to comply with WHS legislation.</li> <li>• Hold or ability to obtain the following:               <ul style="list-style-type: none"> <li>○ Dangerous Goods by Air Certificate.</li> <li>○ Aviation Security Identification Card.</li> <li>○ Airside Driver's Authority.</li> <li>○ Forklift Operator's Certificate.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Previous training and knowledge gained by working in small stores/warehouse teams within the aviation sector.</li> <li>• Certificate III - Transport &amp; Distribution (Warehousing) or above.</li> <li>• Understanding of CASA airworthiness requirements for aeronautical products.</li> <li>• Ability to obtain Receipt Inspection Company Approval.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good organisational skills.</li> <li>• Work unsupervised</li> <li>• Sound computer literacy skills.</li> <li>• Proven interpersonal skills.</li> <li>• Ability to conduct stocktakes.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to drive a manual motor vehicle.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Store / Warehouse operation experience.</li> <li>• Airport locale experience</li> </ul>	<ul style="list-style-type: none"> <li>• Aviation, Engineering &amp; Maintenance experience.</li> <li>• Inventory Control experience within an aircraft maintenance stores environment.</li> </ul>

## Key interactions

Internal	Aircraft Maintenance, Engineering Supply, Quality Assurance, TGSE, Warehouse and Distribution Teams, contracted internal airline engineering teams
External	Suppliers, Freight Forwarders, Customers

## Sign off

I have read and understand the requirements of this position. I agree to consult with my Leader should I not understand the key accountabilities or expectations of me. I will carry out the position to the best of my ability and understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.

I understand the position description for my role is constantly evolving, based on emerging priorities and shifts in organisational and department needs, and therefore will be updated from time to time.

Team member name: [Add name]	Signature:	Date: [Add date]
Leader's Name: [Add name]	Signature:	Date: [Add date]