

Position Description



Position Title	Site & Inventory Support Officer
Position No	00066904
Delegation Level	006
Job Designation	Officer
Organisational Unit	Manager Portsmith Depot Regional Rollingstock
Work Centre	Cairns
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS2 .1 - AS2 .4
Pay Scale Type	ASPT
Reports to Position	Mgr Travel and Tourism Mtce, Portsmith

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Provide inventory, administration and general Depot support.

Position Responsibilities

1. Provide inventory support to the Depot Co-ordinator with usage of data, storage, control and recording systems (eg on SAP) for all maintenance and presentation of inventory associated with Rollingstock Maintenance Depot, Portsmith.
2. Utilise the SAP mainframe functionality to order and receipt material, stock take and maintain store inventory to pre-determined levels.
3. Co-ordinate the ordering, receiving & reconciliation of bulk fuel for Portsmith Bulk Fuel Facility.
4. Co-ordinate onsite despatch & deliveries, and arrange offsite pickups for trade staff.
5. Provide additional administrative support functions for Manager Depot Operations Portsmith including SAP payroll, invoice processing, and general office duties using modern office equipment.
6. Undertake any other tasks or projects special project as directed by the Manager Depot Operations Portsmith.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. Substantial level of interpersonal, verbal & written communication, negotiation and organisational skill.
2. Substantial level of skill in administrative procedures and

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practices.

3. Substantial level of skill in the use of mainframe and PC applications.
4. Sound level of skill working semi-autonomously or in a small work unit.
5. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

The appointee will be required to obtain:-

- Certificate III in Transport & Logistics (Warehousing & Storage) TLI30107;
- Forklift licence.

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.