



WAREHOUSEMAN

RESPONSIBILITIES

- Reports operationally to the Barge Superintendent and functionally to construction manager. Individual should strive to ensure that his warehouse meets all requirements listed in the warehouse check list. Ensures that personnel in the department receive the proper training and encouragement and are afforded the opportunity to grow and improve themselves in the area of warehousing.
- The Lead Warehouseman is responsible for the day to day operations and control of the warehouse advising the Barge Superintendent of any major problems.
- As part of this responsibility he must ensure that the daily transactions of issues, receipts and transfers are properly documented.
- His warehouse efforts must be centred around the DTE Warehouse Stock Status Report. This document should accurately list and describe all materials in inventory at the respective location.
- The daily issues, receipts and transfers must be posted to this document. A continual monitoring effort must be maintained to ensure that any errors listed in this report are discovered and rectified.
- To ensure that all stock is properly identified, tagged and grouped in such a manner that same is easily found and retrieved by the warehouseman, when requested by others.
- To ensure that the warehouse is maintained in a neat and orderly manner with locations clearly marked on all rows of items.
- Must be familiar with the items in the respective warehouse and know where they are located.

QUALIFICATION AND EXPERIENCE

- Should have a minimum of 5 years offshore warehousing experience or minimum 10 year of warehousing experience include both "Project type materials and repair parts".
- Should be able to supervise staff and teach through a "hands on" approach utilizing the warehouse procedures currently in use.
- Should possess a general knowledge of filing systems and of computerized data input. If he has no knowledge of computerized data input he must be open minded enough to understand and accept the system being used.
- Must be able to communicate intelligently through the telex system and to understand verbal requests from a multitude of different nationals. He must be able to live and work in a closely confined environment, physically fit and not prone to sea sickness.