



# Fleet Services Storekeeper – Administrative Officer

Department of Infrastructure, Transport Services Division

## What will you do?

We are looking for a Storekeeper to join the Shared Fleet Services (SFS) Stores team. Working as part of a small team, you will play a key role in keeping the Government fleet operational by ensuring parts and consumables are ordered, managed and supplied efficiently.

The role focuses on maintaining accurate stock levels, coordinating orders with suppliers, and supporting workshop operations through timely and reliable distribution of parts. Attention to detail and the ability to manage competing demands are critical to ensuring the smooth running of the service.

SFS is responsible for managing the Government's fleet of vehicles and plant, including replacement, servicing, maintenance and repair. This is delivered through a combination of in-house workshops and external contractors. The stores function is central to this, managing the supply of service parts, PPE, fuels, oils and lubricants to support operations across the fleet.

## What does that involve?

- The role involves managing the day-to-day stores operation to ensure parts and consumables are available to support workshop activity and wider fleet operations.
- You will be responsible for accurate ordering of parts and materials, working across multiple suppliers to achieve the right balance of cost, quality, and delivery times. This includes raising purchase orders against vehicle job numbers in line with agreed authority limits and Isle of Man Government Financial Regulations.
- You will act as the main point of contact for the receipt and distribution of parts, ensuring timely delivery to workshops and end users. This includes monitoring outstanding orders, chasing suppliers where required, and escalating delays where they impact service delivery.
- The role requires maintaining accurate stock records within our management systems, including recording stock issues, updating pricing and part numbers, and identifying obsolete items as vehicles are replaced or withdrawn. You will also support stock control processes, including regular stock takes and maintaining appropriate stock levels for critical vehicles and equipment.
- Alongside core stores duties, you will support the safe operation of the site, including carrying out relevant health and safety checks, equipment inspections and complying with relevant policies, including COSHH requirements. The role also includes administration of supporting services, such as the workshop laundry.
- You will be expected to produce basic reports as required
- Undertake any other duties appropriate to the grade, supporting the overall delivery of the Shared Fleet Services operation.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
5 GCSEs at grade C (4) or above (or equivalent) including English Language	<b>D</b>	CV
Has open conversations	<b>E</b>	Interview
Addresses the issues	<b>E</b>	Interview
Builds supportive relationships	<b>E</b>	Interview
Is professional and credible	<b>E</b>	Interview
<b>Capability</b>		
Working within a customer service environment	<b>D</b>	CV/Interview
Experience maintaining stock and completing stock takes	<b>D</b>	CV/Interview
Experience working in a stores environment	<b>D</b>	CV/Interview
Vehicle/mechanical knowledge	<b>D</b>	CV/Interview
Experience of data input and invoice reconciliation	<b>D</b>	CV/Interview
Excellent attention to detail with ability to work to a high degree of detail	<b>E</b>	CV/Interview
Excellent organisational skills	<b>E</b>	CV/Interview
Good telephone manner	<b>E</b>	Interview
Computer literate including MS Word and Excel, with an ability to learn new systems	<b>E</b>	CV/Interview
Future focused and self-motivated	<b>E</b>	Interview
Makes considered decisions	<b>E</b>	Interview
Encourages innovation and supports change	<b>E</b>	Interview
<b>Character</b>		
Logical and analytical	<b>E</b>	Interview
Trusts and is trusted	<b>E</b>	Interview
Has positive energy and drive	<b>E</b>	Interview
Reliable and hardworking	<b>E</b>	Interview
Resilient and calm under pressure	<b>E</b>	Interview
Professional, friendly, helpful and approachable	<b>E</b>	Interview
<b>Other requirements</b>		
Isle of Man Worker	<b>D</b>	Application
Ability to work flexibly	<b>E</b>	CV/Interview
Physically capable of carrying out the duties of the role	<b>E</b>	Pre-employment Checks
Full, clean driving licence	<b>D</b>	CV/Interview
Satisfactory Police Check	<b>E</b>	Pre-employment Checks