

JOIN THE TEAM



SUSTAINABLY DELIVERING LIFE'S ESSENTIAL SERVICES FOR OUR ISLAND

Storekeeper

Our organisation

We are a statutory Board of the Isle of Man Government, proud to be a trusted provider of essential utility services that support the Island's people, economy, and environment. With a dedicated team of around 400 staff and an annual turnover of approximately £150 million, we play a vital role in keeping the Island running every day.

We deliver electricity, clean drinking water, wastewater treatment, and natural gas services that our Island depends on.

Your position

- Your line manager is the Stores Supervisor, under the leadership of the Procurement Manager.
- You will be based initially at our Ballacottier site, but you will be expected to work at any Manx Utilities stores location. You will also visit our unmanned stores sites throughout the organisation such as Ramsey, Peel, Middle River, Ballagawne, etc.
- You will be responsible for the maintenance of inventory, stores and stores areas throughout the organisation.
- You will ensure full compliance with Manx Utilities procedures, industry best practice and Health & Safety legislation.

Closing date: 20/07/2026

Our Values: **Respect** | **Integrity** | **Teamwork** | **Excellence**



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Your role...

Terms:

Your salary and terms are analogous to ex MEA Grade 2. For further details please call 687687 to speak to a member of our HR Team.

Policies:

Every job role supports the achievement of our key policies:

- Health & Safety
- Quality
- People
- Assets
- Environment
- Governance

Core responsibilities:

Our stores are an important part of our supply chain and we aim to provide adequate supplies of stock for our colleagues throughout the organisation. The role holder will be part of the stores team responsible for the efficient running of the stores to ensure control, accuracy and availability of the stock holding and to minimise waste with a high regard for health, safety and the environment.

The main responsibilities of your job role and the reasons it exists are outlined below:

- To provide a quality service to our customers.
 - To achieve set objectives effectively within specified timescales.
 - To assist in the ordering of stock and small value non-stock orders as required in accordance with financial regulations and within delegated authority limits ensuring value for money is obtained at all times.
 - To operate a computerised stores system to obtain data, to order replacement items, new stock and none stock items.
 - To ensure that materials delivered and received to stores are correctly identified and that such materials comply with the official order and are correct in respect of quantity and quality and are not damaged in any way (TQM).
 - To ensure that items delivered are unloaded and stored away in their appropriate location within the stores facility and to ensure goods received paperwork is properly completed and entered on the stock control system.
 - To ensure the selection, issuing and loading of all materials on production of a duly authorised request. To ensure that paperwork is properly completed and entered onto the system and filed.
 - To receive recovered materials, correctly locate them within the depot ensuring that stock piles are accessible, safe and fit for reuse, refurbishment or disposal.
 - To clean up and keep tidy stores and external stores areas, ensuring materials are stored with due regard to Health & Safety and COSHH.
 - To collect parts & materials from suppliers as required and, where necessary, deliver to site locations.
 - To act as a relief storekeeper at other stores within the department as required.
 - To assist as directed with continuous stocktaking and to report discrepancies to the Stores Supervisor.
 - To maintain security within the stores and yard area, notifying any breaches of security to the Stores Supervisor.
 - To promote and ensure that Health & Safety procedures are adhered to in the stores areas.
 - To maintain central records on all items that have COSHH implications.
 - To identify, recommend and implement improvements to working practices.
 - To identify, prepare and update procedures/processes for stores operations.
 - To represent the section at meetings as required.
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Knowledge, skills & experience:

The qualities required for you to function effectively in your job role are outlined below:

- Self-motivated, reliable and flexible.
 - Ability to work effectively as an individual as well as part of a team.
 - Collaborative working and knowledge sharing.
 - Have good numeracy, verbal and written communication skills.
 - Computer literate.
 - Awareness and compliance with relevant health, safety and environmental legislation and
 - Industry standards.
 - Have an understanding of the requirement for performance in accordance with the six policies.
 - Have an understanding of the materials and services that are used by Manx Utilities.
 - Have previous experience of working in a stores operation and maintaining inventory controls.
 - Have experience and knowledge of materials handling.
 - Hold a current clean driving licence and will need to be able to operate a fork lift and overhead crane for which training may be provided.
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Attributes...

	Essential/ Desirable	Methods of assessment
Qualifications		
<ul style="list-style-type: none"> Minimum of 2 GCSE's or equivalent at Grade C or above, to include Mathematics and English Full, clean car driving licence Able to operate a fork lift and an overhead crane 	D E D	CV/Certification CV/Licence CV/Interview
Experience		
<ul style="list-style-type: none"> Have previous experience of working in a stores operation and maintaining inventory controls Have experience and knowledge of materials handling Computer literate with good knowledge of Microsoft Office suite of products (Word, Excel and MS Teams) 	D D E	CV/Interview CV/Interview CV/Interview
Knowledge & skills		
<ul style="list-style-type: none"> Awareness of, and compliance with, relevant health, safety and environmental legislation and industry standards Understanding of the requirement for performance in accordance with our policies Good planning and organisational skills /ability to meet tight deadlines Have an understanding of the materials and services that are used by Manx Utilities 	D D D D	CV/Interview CV/Interview CV/Interview CV/Interview
Disposition		
<ul style="list-style-type: none"> Ability to remain calm under pressure; remain confident and courteous dealing with a diverse customer base Good team player, demonstrates commitment and enthusiasm Resilient, flexible and adaptable; "can do attitude" Use to working on own initiative with minimum supervision 	E E E E	CV/Interview CV/Interview CV/Interview CV/Interview