

Warehouse Equipment Operator – Tatu Mineral Plant

Job Title:	Warehouse Equipment Operator (Handling & Lifting) – Tatu Mineral Plant	Reports to:	Warehouse Team Leader
Department:	Warehouse & Logistics	Location:	Tatu City

Role Purpose

To safely & efficiently operate powered industrial material handling & lifting equipment's to load and unload materials. Move packed and materials in pallets to different designated areas.

Role Context

This role ensure goods delivered to the factory are unloaded and stored within the required storage areas and dispatch orders are loaded to customers in full. It impacts both inbound and outbound logistics in terms of truck turnaround times.

Key Responsibilities and Performance Measures

Key Responsibilities	% of Time	Performance Measurement Criteria to Meet Objectives
Materials Receipt & Goods Dispatch Unloading goods from vehicles such as trucks & trailers. Loading goods to trucks/trailers as per customer orders or loading list as shared by dispatch officer.	45%	Zero damages to goods due to poor equipment operation. Truck Turnaround time (TAT) Zero customer complaints related to short or wrong deliveries.
Stock Management Ensure store is neatly arranged. Observe FIFO/FEFO in material & finished goods storage. Participate in daily, weekly and monthly stock takes. Move materials to tipping/dumping points as per production requirements.	20%	Warehouse GMP score. Zero stock destroyed related to poor FEFO/FIFO procedures. Accurate stock-take reports. Zero machine stoppages related to delays in material issuance.
Cost Management & Reporting Performing daily equipment checks such as recharging the truck's battery, lubrication & basic engine checks to ensure efficient equipment operation and report any out of control situations.	5%	Optimal mean time between failures (MTBF) for the lifting devices.
Productivity, Performance and Personal Development Deliver performance objectives set. Institute immediate corrective action where performance is below par. Proactively manage own learning and development Adhere to annual leave plan agreed with line manager Update personal job knowledge by participating in educational opportunities, reading professional publications, maintaining	5%	Performance rating = meets expectations Product and process knowledge – average rating of 95% Adherence to approved leave plan. Adherence to HR policies and procedures

Role Profile – Warehouse Equipment Operator – Tatu Mineral Plant

Key Responsibilities	% of Time	Performance Measurement Criteria to Meet Objectives
personal networks, and participating in professional and industry events, meetings and forums. Adhere to HR policies in the management of employees and maintain a conducive working environment.		
Financial Management Manage activities within approved limits.	5%	100% adherence to approved budgets.
Risk Mitigation, Compliance & Audit Ensure trucks are choked before offloading process starts. Ensure safe and stable racking of raw materials and finished goods. Use of the right PPE. Adhere and comply with the cGMP, policies, procedures and statutory guidelines.	15%	LTIR (incoming materials area & RM warehouse) - Zero Zero safety incidents related to poor racking. PPE compliance - 100% Audit, Compliance and Risk Rating = Acceptable 100% adherence to policies, procedures and statutory guidelines GMP certification by local & international regulators
Reporting Prepare and submit reports to the relevant stakeholders within agreed format and timelines (daily, weekly, monthly, quarterly). Present reports that facilitate informed and sound decision-making. Trends, insights and concerns with recommendations clearly elaborated.	5%	Timely, accurate, relevant reports presented in the agreed format, circulated to respective audiences as per timelines given (daily, weekly, monthly, quarterly, semi-annually and annual).

Knowledge, Skill and Competence

Minimum Knowledge, Skills, Qualifications and Experience required for this Role.

- Minimum Diploma in Plant Equipment Operations
- A valid driving licence with a stamp for lifting devices.
- Minimum 3 years' experience in operating material handling equipment's e.g. forklifts. Stackers etc.