Plant Warehouse Coordinator ROLES AND RESPONSIBILITIES

Reporting to: Franki Group Resources Manager

Role Purpose

The Plant Warehouse Coordinator is responsible for the safe, accurate and efficient control of plant-related stock, tools, equipment, spare parts, consumables and warehouse activity across Franki Group UK.
The role ensures that items are received, recorded, stored, issued, returned and replenished correctly. It supports plant availability, workshop activity and project mobilisation by maintaining accurate stock records and ensuring that required equipment and materials are available when needed.
Reporting to the Franki Group Resources Manager, the role works closely with the Plant Hire Desk Coordinator, Logistics Coordinator, workshop teams, Operations, Procurement, Finance, suppliers and site teams.

KEY RESPONSIBILITIES

Warehouse and Stock Control

- Maintain accurate records of all tools, equipment, parts, consumables and plant-related stock.
- Receive, inspect, record and store incoming goods.
- Issue stock and equipment only against authorised requests.
- Record all stock movements, returns, transfers and disposals.
- Maintain minimum and maximum stock levels for critical items.
- Identify shortages, excess stock and slow-moving items.
- Carry out regular stock checks and support full stock audits.
- Investigate stock discrepancies and report unresolved issues to the Franki Group Resources Manager.

Goods In and Goods Out

- Check incoming deliveries against purchase orders and delivery notes.
- Inspect items for damage, shortages or incorrect specification.
- Record receipt of goods accurately and promptly.
- Arrange secure storage in the correct warehouse location.
- Prepare equipment, parts and materials for issue or dispatch.
- Ensure outgoing items are correctly labelled, documented and allocated to the right project.
- Retain delivery notes, issue records and supporting documentation.
- Report damaged, missing or incorrect items to Procurement and the supplier.

Tools and Equipment Control

- Maintain a clear register of tools and small equipment held in the warehouse.
- Issue tools and equipment to authorised employees and projects.
- Record serial numbers, identification details, issue dates and return dates.
- Check returned equipment for damage, cleanliness and completeness.
- Report loss, misuse or damage promptly.
- Quarantine defective or unsafe equipment.
- Arrange inspection, repair, calibration or replacement where required.

- Prevent unapproved or unsafe equipment from being reissued.

Spare Parts and Consumables

- Maintain suitable stock of frequently used spare parts and consumables.
- Monitor usage trends and forecast replenishment needs.
- Support workshop and maintenance teams with urgent parts requirements.
- Ensure parts are stored safely and in accordance with manufacturer recommendations.
- Maintain clear identification and traceability of safety-critical components.
- Avoid excessive stockholding and obsolete inventory.
- Support procurement of replacement parts within approval limits.
- Escalate long-lead or critical shortages promptly.

Project Mobilisation and Demobilisation

- Prepare tools, equipment, parts and consumables for project mobilisation.
- Check that project requirements are complete and authorised.
- Coordinate with Logistics and Plant Hire Desk teams to meet delivery deadlines.
- Ensure items are issued to the correct project and cost code.
- Receive and process returned equipment at demobilisation.
- Identify missing, damaged or unreturned items.
- Arrange repair, inspection, cleaning or restocking before reissue.
- Reduce delays caused by incomplete or unavailable warehouse stock.

Warehouse Safety and Housekeeping

- Maintain a safe, organised and secure warehouse environment.
- Ensure storage areas, aisles and access routes remain clear.
- Store heavy, hazardous or safety-critical items appropriately.
- Comply with manual-handling, COSHH and fire-safety requirements.
- Use appropriate lifting and handling equipment.
- Report unsafe conditions, damaged racking or spills promptly.
- Maintain high standards of housekeeping.
- Ensure only authorised persons access controlled storage areas.

Systems and Record Management

- Update stock, asset and warehouse records within approved systems.
- Record purchase orders, receipts, issues, returns and adjustments accurately.
- Ensure all items are allocated to the correct project, asset or cost code.
- Identify duplicate, missing or incorrect records.
- Reconcile warehouse records with Finance, Procurement and Plant systems where required.
- Maintain a clear audit trail for stock movements.
- Support the introduction and improvement of barcode, scanning or digital stock systems.
- Produce regular stock and usage reports.

Supplier and Procurement Support

- Liaise with approved suppliers regarding deliveries, shortages and returns.
- Support the Franki Group Resources Manager and Procurement team with stock replenishment.
- Obtain quotations where authorised.
- Check supplier deliveries against agreed specification and quantity.

- Raise queries regarding damaged, late or incorrect deliveries.
- Support supplier performance reviews through accurate records.
- Avoid purchases from unapproved suppliers without proper authority.
- Maintain accurate supplier contact and product information.

Cost Control

- Minimise unnecessary stockholding, wastage and duplicate ordering.
- Monitor high-value, high-usage and safety-critical items.
- Identify stock loss, damage, misuse and unexplained variances.
- Ensure issues and returns are recorded against the correct project.
- Support accurate cost allocation and recharge.
- Challenge unsupported or duplicate stock requests.
- Escalate recurring cost or loss concerns.
- Support value-for-money purchasing and stock standardisation.

Communication and Operational Support

- Act as the main contact for warehouse stock and equipment queries.
- Provide accurate information on availability and lead times.
- Work closely with Plant, Workshop, Logistics, Procurement and site teams.
- Communicate shortages, delays and alternative options promptly.
- Support urgent operational requests where possible.
- Challenge incomplete or unauthorised requests professionally.
- Attend plant or operational planning meetings where warehouse input is required.

Continuous Improvement

- Identify recurring stock, storage and issue-control problems.
- Improve warehouse layouts, labelling and stock locations.
- Standardise issue, return and replenishment processes.
- Support better use of digital stock-control systems.
- Reduce stock loss, picking errors and avoidable delays.
- Apply lessons learned from audits, stock checks and project feedback.
- Measure whether improvements increase accuracy, safety or efficiency.

BEHAVIOURAL COMPETENCIES

Accountability and Ownership

- Takes responsibility for warehouse accuracy and stock control.
- Maintains reliable records and follows actions through to completion.
- Escalates shortages, losses and safety concerns early.
- Acts with integrity and protects Company assets.
- Maintains professional standards under pressure.

Commercial Awareness

- Understands how stockholding, wastage and duplicate orders affect cost.
- Challenges unnecessary or unsupported requests.
- Supports efficient use and reuse of available equipment.
- Checks project and cost-code allocations carefully.
- Seeks value while maintaining operational and safety standards.

Delivering Results

- Processes receipts, issues and returns promptly.
- Supports mobilisation and workshop requirements on time.
- Maintains accurate and accessible stock.
- Resolves practical issues quickly.
- Completes agreed actions and stock checks within deadlines.

Collaboration and Communication

- Works effectively with Plant, Workshop, Logistics, Procurement, Finance and site teams.
- Communicates clearly and professionally.
- Provides accurate updates on stock availability.
- Challenges non-compliance constructively.
- Builds reliable working relationships.

Quality and Attention to Detail

- Checks quantities, part numbers, serial numbers and documentation carefully.
- Maintains accurate stock records.
- Identifies damaged, missing or incorrect items.
- Follows storage and issue procedures consistently.
- Maintains a clear audit trail.

Continuous Improvement

- Identifies recurring warehouse and stock-control issues.
- Improves layouts, systems and workflows.
- Reduces duplication, loss and picking errors.
- Supports improved data quality.
- Measures whether changes deliver practical benefits.

PERFORMANCE AND BONUS MEASURES

Stock Accuracy and Asset Control – 30%

Measured against:

- stock-count accuracy;
- reduction in unexplained variances;
- accuracy of issue and return records;
- control of tools and small equipment;
- reduction in lost or untraceable items; and
- quality of audit trails.

Operational Support and Availability – 25%

Measured against:

- timely issue of tools, parts and consumables;
- support for project mobilisation and demobilisation;
- reduction in delays caused by stock shortages;
- responsiveness to workshop and site requests;
- effective management of critical stock; and
- stakeholder feedback.

Cost and Waste Control – 20%

Measured against:

- reduction in obsolete or excessive stock;
- control of damage and wastage;
- reduction in duplicate ordering;
- accurate project and cost-code allocation;
- identification of stock loss or misuse; and
- support for value-for-money purchasing.

Safety, Compliance and Process Improvement – 10%

Measured against:

- warehouse safety standards;
- audit outcomes;
- completion of corrective actions;
- compliance with storage and handling requirements;
- effective use of stock-control systems; and
- delivery of agreed process improvements.

Behavioural Competencies – 15%

Measured against:

- accountability;
- commercial awareness;
- organisation;
- communication;
- collaboration;
- attention to detail;
- integrity; and
- continuous improvement.

A serious failure in safety, stock integrity, asset control, authorisation or record accuracy may reduce or remove the behavioural element and may affect the overall bonus outcome.

ESSENTIAL EXPERIENCE AND CAPABILITY

The successful candidate should have:

- experience in warehouse, stores, plant, tools, parts or stock-control coordination;
- experience receiving, issuing and recording goods;
- strong organisation and attention to detail;
- the ability to manage multiple priorities and urgent requests;
- confidence working with site teams, workshop teams and suppliers;
- good commercial awareness;
- experience carrying out stock checks and investigating discrepancies;
- good working knowledge of Microsoft Office;
- experience using stock, asset, procurement or finance systems; and
- a practical, hands-on and solutions-focused approach.

DESIRABLE

- Experience in piling, foundations, civil engineering or specialist construction.
- Knowledge of construction plant, tools, spare parts and consumables.
- Experience using COINS or a comparable construction management system.
- Forklift or material-handling qualification.
- Knowledge of COSHH, manual handling and warehouse safety requirements.
- Relevant qualification in warehousing, logistics, stock control or plant operations.

WORKING CONDITIONS

- The role is primarily yard and warehouse-based.
- The postholder may work in active workshop and plant environments.
- The role may involve manual handling and the use of material-handling equipment.
- Personal protective equipment must be worn where required.
- Working hours may reflect operational and delivery requirements.
- The postholder must comply with all warehouse, yard and site safety procedures.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities and performance measures may be reasonably adjusted to reflect business requirements, development and project allocation, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.

Employee name	
Employee signature / date	
Manager signature / date	