

Job Summary | Assistant Engine Storekeeper

- The Assistant Storekeeper is responsible for supporting the receipt, storage and checking of ship's spare parts and materials using the Company's inventory system (AMOS) as directed by the Engine Storekeeper.
- In order to consistently exceed guest expectations and provide the highest levels of product and services, additional duties and responsibilities may be assigned as needed.

Responsibility and Authority

- Assume personal responsibility for safety and the environment. Be accountable for themselves and the safety of others in their vicinity. Environmental consciousness forms one part of this accountability.
- Responsible for supporting the management of ship's stores and re-ordering of items as directed by the Storekeeper.
- Assist the Storekeeper with inventory control of spare parts and materials by making sure received items are correctly labeled and placed in their designated storage area.
- Use of AMOS to order spare parts in preparation for planned maintenance activities.
- Keep the Storekeeper informed of any missing items or incorrect deliveries.
- Retrieve details of used items from all storerooms to update the AMOS system. Responsible for ensuring all information is accurate and properly documented.
- Perform other related duties as assigned or as directed. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.
- Must be familiar with the Safety and Environmental Protection Policy and the SMS, and carry out the policies and procedures appropriate for his/her position.

Education and Experience

- High school diploma or foreign equivalent is required.
- Position-specific STCW training from an accredited educational institution is required.
- Minimum of one (1) year experience as an inventory clerk or a similar position in a high-volume industry/environment is required.
- Intermediate to Advanced level English verbal and writing skills, including the proper use of English grammar is required.
- Intermediate to Advanced skills in typing and computer software skills (Microsoft Word, Excel, Fidelio Cruise, Micros) is required.
- Basic level of skills using AMOS for Windows is a plus.

The above statements are intended to describe the general nature and level of work being performed by

people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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