

SMS/SHIPBOARD/JD117	ASSISTANT TECHNICAL INVENTORY CONTROLLER	DATE: SEPT. 1, 2015	REVISION: 00
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### 1.0 Department

Engine

### 2.0 Job Summary

- Assistant Technical Inventory Controller
- As directed

### 3.0 Responsibility and Authority

- Commit to the Company's Core Values – carry out daily activities following the R.I.T.E. way – Respect, Integrity, Trust and Excellence are the foundation of all our actions, every day, in everything we do.
- 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 to Technical Inventory Controller, Chief Engineer and Staff Chief Engineer for administering the inventory.
- Assists the TIC in maintaining an orderly and rational storage system, continuous updating of spare parts, material and consumable stores.
- Assists in receiving all stores for engine department. Making sure received parts are labeled correctly and placed in their designated area in storage rooms as soon as possible, max 72 hours after receipt onboard, and that parts are marked accordingly to its store location utilizing the AMOS system.
- Assists the TIC when received parts are controlled against purchase order and received in the AMOS system.
- Assists the TIC in keeping the AMOS System up to date at all times on the spare parts and purchasing side. Responsible to maintain the integrity of the stores and the accuracy of inventory, quantity and location, thus the stores must never be left un-attended.
- Assist the TIC in maintaining the stores in clean and tidy condition, paying attention to spare gear held on long-term basis.
- Preventing spares and tools from being damaged due to poor handling or exposure to moisture.
- Any spillage or cause of pollution is promptly reported and adequately controlled and cleaned.
- Implement all safe working practices in all tasks, including proper use of watertight doors, handling of chemical products and usage of Personal Protective Equipment (PPE).
- All other duties as assigned.

### 4.0 Education and Experience

- Graduate of Technical education, preferably maritime experience as Oiler, Motorman or Repairman.
- Experience on vessels in equivalent position.
- Technical Storekeepers from related industry can be considered.
- Must have good computer skills and computer literate in Microsoft Word & Excel. And AMOS Planned Maintenance System.
- Fluent in English (Written and Verbal)
- Knowledge of the Company SMS.
- Must be familiar with the PCH SMS Policy, including his responsibilities in safety organization according to the Station Bill & Emergency Plan and carry out the policies and procedures appropriate for his/her position.
- Skills including but not limited to:
  - i. Team Work
  - ii. Engine Room Experience

### 5.0 Subordinate Positions

- N/A

#### **6.0 Reports to**

- Technical Inventory Controller
- Staff Chief Engineer