



# Central Stores Assistant

Translational Research Institute, Brisbane

## 1. Background

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The Translational Research Institute (TRI) is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technologies including interventions to prevent and treat human diseases, and provide diagnosis of early disease.

Supported by grants from the Australian and Queensland Governments, situated in the Princess Alexandra Hospital precinct, TRI combines the research intellect and capability of Queensland Health, The University of Queensland, Queensland University of Technology and the Mater Hospital.

TRI houses over 1,000 leading researchers and support scientists who interface with clinicians on the hospital campus and at other Brisbane-based hospitals. It has two clinical trial facilities, one based at the PA Hospital and the other at the Centre for Children's Health Research next to the Children's Hospital. TRI licenses space to six start-up companies and space in an adjacent building to the biopharmaceutical manufacturer Thermo Fisher.

As a Translation Research Institute, TRI is charged with partnering scientific development with the commercial sector to ensure innovations move rapidly to improve patient outcomes and commercial return. To this end, TRI is at the interface of science, medicine and industry.

## 2. TRI Vision and Values

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TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

- Leadership:** *Our actions will shape a healthier world*
- Integrity:** *We do the right thing. Always*
- Knowledge:** *Through sharing, we empower innovation*
- Excellence:** *We strive for exceptional outcomes*
- Collaboration:** *Together we're better*

**We LIKE Collaboration**

### **3. Position Purpose**

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The primary purpose of the Central Stores Assistant is to assist the Stores team in a broad range of manual and administrative tasks.

### **4. Key Accountabilities**

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Primary accountabilities include, but are not limited to:

- Provide timely, competent and courteous customer service at the deliveries service counter and when responding to client inquiries.
- Comply with written and verbal instructions from line manager and managers from various teams within Corporate Services.
- Assist with the receipt, dispatch and distribution of goods coming into the TRI facility and the movement of goods, laundry, waste and mail out of the facility.
- Receive and receipt deliveries against purchase orders, unpack stock and check that quantities and stock are in accordance with orders and inform manager of incorrect quantities and stock.
- Complete full stock replenishment of PPMS stock.
- Comply with 'special' storage handling requirements for specified stock.
- Maintain a safe and clean work environment.
- Perform a range of administrative tasks including filing and photocopying.
- Report to the manager any non-compliance with WHS policies and procedures, which includes delivery drivers arriving and departing from delivery area.
- Comply with WHS policy and procedures including safe manual lifting practices.
- Comply with TRI Code of Conduct, policies, procedures, and standard operating procedures.

### **5. Reporting Relationships**

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This position reports to the Central Stores Supervisor.

### **6. Experience, Knowledge, Skills, Abilities and Qualifications**

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#### **Experience**

- Experience in Warehousing

#### **Knowledge, Skills and Abilities**

- Possesses the interpersonal skills, behaviours and attitude to work as part of a team and on their own.
- Ability to consistently follow instructions and to work with minimum supervision.
- Proven ability to learn and follow verbal and written instructions including standard operating procedures (SOPs) through to completing tasks.
- Ability to learn and consistently follow WHS practices and procedures.
- Able to accurately enter data in registers and forms
- Able to make good use of own time and take initiative to complete tasks
- Ability to continue to work effectively during busy times
- Possesses the interpersonal skills, communication skills and behaviours to effectively work with others.
- Able to maintain a safe and clean work environment and report any unsafe conditions, accidents or incidents to the relevant manager.

#### **Qualifications**

- Completion of year 12