

SKILLS FRAMEWORK FOR AEROSPACE				
SKILLS MAP - Store Assistant				
Sector	Aerospace			
Track	Manufacturing			
Occupation	Storekeeper			
Job Role	Store Assistant			
Job Role Description	<p>The Store Assistant performs handling, storing and rotating of stock, and is responsible for updating stock levels in the inventory data system. He/She demonstrates awareness of the importance of inventory control and maintains adequate stock levels to avoid overstocking and obsolete or aged lots. He is conversant with the store layout and ensures proper housekeeping.</p> <p>He is expected to adhere to the organisation's standard operating procedures (SOPs), and safety, health and quality systems. He supports in implementation of continuous improvement initiatives in the workplace.</p> <p>He works in a warehouse or store environment and is responsible for the safe and efficient operation of the material handling equipment. He should be systematic, orderly and detail-oriented. He is expected to coordinate work with internal and external stakeholders to accomplish his work.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations*	
	Manage supply chain and logistics	Perform handling, storing and rotating of stock in accordance with organisational guidelines	In accordance with: <ul style="list-style-type: none"> • International Civil Aviation Organisation (ICAO) legislation • Air Navigation Order (ANO) • Singapore Airworthiness Requirements (SAR) • Workplace Safety and Health (WSH) Act • Environmental standards • Aerospace quality management system standards 	
		Update stock levels in the inventory data system		
	Conform to management system requirements	Follow standard operating procedures (SOPs) in performing assigned tasks		
		Conform to environment, safety and health systems, policies and procedures		
Apply organisational quality and risk management systems				
Contribute to continuous improvement	Support implementation of continuous improvement initiatives			
	Keep records of data for operational analytics			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Aviation Legislation Compliance	Level 1	Service Orientation	Basic
	Continuous Process Improvement	Level 1	Problem Solving	Basic
	Human Factors Application and Error Management	Level 2	Communication	Basic
	Knowledge Management	Level 1	Interpersonal Skills	Basic
	Lean Manufacturing	Level 2	Teamwork	Basic
	Quality System Management	Level 2		
	Warehouse Inventory Control and Audit	Level 1		
	Workplace Safety and Health Framework Development and Implementation	Level 1		
Programme Listing	For a list of training programmes available for the Aerospace sector, please visit < https://www.skillsfuture.sg/skills-framework/aero >			

The information contained in this document serves as a guide.