

Position Title:	Inventory Clerk
Job Grade:	One (1)
Department:	Office of the Director/ Chief Executive Officer (CEO)
Position Reports to:	Procurement Officer/ Team Lead
Position Status:	Contract

SUMMARY OF POSITION:

The Inventory Clerk is responsible for overseeing the accurate reception, recording, and maintenance of inventory and supplies. The incumbent's responsibilities include conducting regular inventory audits, maintaining inventory records, tracking inventory levels, ensuring that all inventory procedures are followed and properly managing assets throughout its lifecycle.

PRINCIPAL ACCOUNTABILITIES / KEY FUNCTIONS:

- ⇒ Receive and inspect inventory and supplies delivered for accuracy and quality.
- ⇒ Process received items and update the inventory management database with relevant information.
- ⇒ Verify and maintain accurate records of incoming and outgoing items.
- ⇒ Keep track of stock levels and reorder points.
- ⇒ Prepare and maintain reports on inventory levels, stock movements, and discrepancies.
- ⇒ Analyze data to identify trends and potential issues.
- ⇒ Conduct regular inventory audits to ensure the accuracy of records and resolve discrepancies identified during audits.
- ⇒ Coordinate with other departments to ensure timely delivery of products.
- ⇒ Inspect and tag all assets earmarked for disposal.
- ⇒ Prepare request for disposal forms and follow disposal procedures.
- ⇒ Maintain a clean and organized inventory storage area.
- ⇒ Ensure compliance with safety and cleanliness standards.
- ⇒ Assist in the identification and determination of irregular, fruitless and wasteful expenditure;
- ⇒ Ensure proper administration and record keeping of the inventory management processes as well as ensuring that all internal stakeholders understand and follow the required process.
- ⇒ Assist with physical stock counts which include verification and adjustments.
- ⇒ Assist with resolution of inventory queries.
- ⇒ Collaborate with team members to achieve departmental goals.
- ⇒ Perform any other related duties that may be given by the Procurement Officer.

REQUIRED QUALIFICATIONS & EXPERIENCE:	
Education:	Minimum <ul style="list-style-type: none"> 5 O' Level passes inclusive of Mathematics and English.
Certification:	<ul style="list-style-type: none"> Certificate in Procurement and Supply (CIPS) Certification or equivalent training in Inventory Management.
Experience:	Minimum <ul style="list-style-type: none"> At least two (2) years' experience in a Procurement or Inventory Management environment. Working knowledge of Public Sector Procurement with general knowledge of Procurement Laws and Regulations.

REQUIRED BEHAVIORAL COMPETENCIES:
<ul style="list-style-type: none"> Negotiation Oral and Written Communication Teamwork and Cooperation Excellent Organizational Skills Customer Service Problem Solving Analytical Skills

REQUIRED SKILLS:
<ul style="list-style-type: none"> Knowledge and understanding of Procurement Act, modern procurement principles and practices. Must possess a high sense of personal and professional integrity and ethics. Inventory Management Proficient in Microsoft Office. Provide excellent customer service to meet the needs of clients and colleagues. Ability to lift boxes 30lbs to 50lbs. Ability to exercise good judgement. Logical thinking skills. Excellent organizational skills Ability to exercise initiative. Ability to adapt quickly to change. Integrity and the ability to deal with confidential information are essential. Ability to communicate at any level of the organization. Ability to build trust, credibility and effective working relationships with all levels of staff within the Children's Authority.

POSITION SCOPE:	
Reports:	
Direct	▪ Nil
Indirect	▪ Nil

KEY CONTACTS:	
Internal:	▪ Director/ CEO ▪ General Managers ▪ All Staff
External:	▪ Vendors/Suppliers