



Inventory Clerk (MIS/IT1)

1. Job Purpose

Under the direction of the Maintenance Officer, the incumbent receives, maintains, distributes and reports on the supplies and operations of the Stores; safeguards and effectively manage all incoming and outgoing items from the Stores. The incumbent also maintains the fixed asset inventory.

2. Key Outputs

1. Stock inventory distributed
2. Stock balance maintained
3. Stores secured
4. Stock breaches reported
5. Records maintained
6. Reports submitted
7. Fixed asset coded
8. Assets registers maintained
9. Location record updated
10. Fixed assets reports completed

3. Principal responsibilities

Key Responsibilities

Receipt and Distribution

1. Checks all goods received against orders and ensures they are in good condition returning defective and/or incorrect items where necessary
2. Reconciles goods with requisition
3. Distributes supplies in accordance with established procedures
4. Updates inventory system with in-coming and out-going stock
5. Advises supervisor upon receipt of goods and or undue delays in the delivery of goods/services
6. Maintains adequate supply of disaster preparedness and emergency supplies

Maintenance of Storeroom

1. Packs and organizes shelves, racks and other storage areas ensuring that items are easily identified and retrievable
2. Ensures that the security of Stores is not compromised by the entry of unauthorized personnel or other breaches of the rules applying to the operation of Stores
3. Monitors re-order levels and makes requests for replenishment of stock
4. Ensures storeroom is kept clean at all times
5. Participates in stocktaking exercise.

Fixed Assets

1. Applies appropriate coding to fixed assets
2. Maintains fixed asset register and location records
3. Maintains warranty register for all equipment purchased
4. Updates and monitors equipment service records
5. Ensures proper documentation of items to be “written off”
6. Completes reports for missing fixed assets
7. Assists with the Board of Survey for the disposal of obsolete and unserviceable items/assets

Other:

1. Prepares correspondence and reports as directed
2. Maintains files and records
3. Received and responds to queries as directed
4. Performs any other duties assigned from time to time

4. Performance Standards

1. Stock inventory distributed according to agreed standards
2. Stock records maintained according to agreed standards
3. Stock records maintained according within specified time
4. Incidence of errors and omissions in stock records
5. Stock balances maintained according to agreed standards
6. Stock breaches report within specified time
7. Delays reported within specified time
8. Fixed assets coded according to agreed standards
9. Fixed assets coded within specified time
10. Asset registers maintained according to agreed standards
11. Location recorded updated within specified time
12. Missing assets reported and documented according to agreed standards

5. Required Competencies

Functional/Technical Competencies

1. Database Management
2. Administrative Management
3. Planning & Organizing
4. Information Communication Technology

Core Competencies

1. Oral Communication
2. Written Communication
3. Team Work and Cooperation
4. Customer and Quality Focus

6. Education and Experience

1. Four (4) CXC subjects or equivalent including English Language and a numeric subject
2. Training in supplies/inventory management
3. Knowledge in the use of the relevant computer applications
4. One year working experience

7. Special Conditions Associated with the Job

1. Required to lift and move objects up to 30lbs
2. Moderate physical effort required involving bending and stretching
3. Stooping to inspect in confined spaces
4. May be required to work outside of normal working hours to include weekends

Salary scale \$615,723 - \$731,901 p.a.

Applications accompanied by detailed resume should be sent by **Wednesday October 18, 2017**
to:

Director HRM & Administration
National Library of Jamaica
12 East Street, Kingston.
Email: nljhrm@cwjamaica.com

We appreciate all responses, however only shortlisted candidates will be contacted