



## **JOB TITLE: Inventory Assistant**

- Job type:** MTI Service Equivalent to (BPS-14) Fixed pay on Contract for the Period of one year extendable on successful graded performance.
- Education:** Bachelor Degree in Business MGT/IT/CS
- Experience:** 02 Years relevant experience
- Department:** Procurement Section
- Reporting to:** Inventory officer
- Selection Criteria:** Initial recruitment by advertisement

**Summary:** The purpose of this position is to carry out the function of inventory management. He/She is responsible for keeping a close eye on the movement of stock from in and out of the store.

He/she shall help in preparing the weekly reports of all the activities in the store like the quantity of items received, point of collection and dispatch, stacking number, outstanding balance, etc.

### **Duties and Responsibilities**

- The position is responsible for receiving, storing, issuing the goods, managing the stock.
- He/she is also involved in preparing the inventories, maintaining the stock records, using computerized systems for entering the records.
- He/she shall report regarding the items which are damaged, spoiled, etc., and coordinates the same to the inventory officer.
- To maintain record of receipts as well as issuance of items those are going out of the Store so as to ensure accuracy and completeness.
- To provide the detail record for reconciliation of physical stock with the stock in the system.
- To suggest the inventory officer for proper arrangement of goods in store. Similarly, he/she ensures that the stocks stay physically protected in the store.
- To undertake the function of stock taking and confirm the periodic stock on a regular basis by working closely with the designated store keepers
- Fixed assets shall be properly recorded and labeled and shall be entered and reconciled on HMIS.
- To maintain the record of un-serviceable items which may be received from unit/wards / department to inventory officer for onward process.