



JOB TITLE: Inventory Officer

- Job type:** MTI Service Equivalent to (BPS-17) Fixed pay on Contract for the Period of one year extendable on successful graded performance.
- Education:** Master's Degree in Business MGT/IT/CS
- Experience:** 03 Years relevant experience
- Department:** Procurement Section
- Reporting to:** Hospital Director through Manager Procurement
- Selection Criteria:** Initial recruitment by advertisement

Summary: The purpose of this position is to supervise and coordinate the activities of those engaged in inventory management and to ensure that optimum levels of inventory are maintained. He/She is responsible for keeping a close eye on the movement of stock from in and out of the warehouse.

He/she is involved 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 levels and giving out the supplies from the stock.
- He/she is also involved in preparing the inventories, maintaining the stock records, using computerized systems for entering the records and is accountable for checking the supply invoices with the purchase orders.
- He/she is responsible for preparing the reports on adjustments done to inventories that may be damaged, spoiled, etc., and coordinates the purchasing, inventory and Store functions.
- 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 be involved in reconciliation of physical stock with the stock in the system.
- To oversee that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. 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 staff members
- To ensure the correct and timely valuation of the inventory and to be involved in directing and managing procedures related to offloading, packing and unpacking
- Fixed assets shall be properly recorded and labeled and shall be entered and reconciled on HMIS.
- To plan and report un-serviceable items/ the items in not working condition to the Manager Maintenance/ Procurement for onward process.

Essential Skills and Abilities

- He/she should have excellent oral and written communication skills.
- Good analytical and organizational skills with experience in project management would definitely prove to be an advantage.
- He/she should have a desire to learn every detail related to inventory business and should have the passion to reach out for promotional opportunities.
- He/she should be able to enjoy clerical and administrative work with good planning and numeric skills.
- He/she should have a methodical approach to complete the assigned work and should pay strong attention to detail.