

JOB DESCRIPTION

I. JOB DETAILS:			
Position Title:	Storekeeper / Clerk		
Report to:	Store Supervisor		
Business unit/ Department	Warehouse/Operations		
Grade:	Staff	Date:	April 2012
II. JOB DIMENSIONS: (Key Factors)			
Number of Staff Supervised	Direct Reports	-	
	Total	-	
Key Financial Dimensions: SR.	Operating/ Capital Budget	-	
	Revenues	-	
	Purchases	-	
	Assets	-	
	Others (Identify)	-	
III. JOB PURPOSE:			
Receive, store, prepare purchase requisitions and issue supplies and materials; participate in inventory stock physical count.			
IV. COMMUNICATIONS & WORKING RELATIONSHIPS:			
Internal			
<ul style="list-style-type: none"> Purchasing Manager, Warehouse Manager, Purchasing Supervisor, Store Supervisor, Delivery Coordinator, Purchaser, Parts Collector, Store Helper and Laborer, Requisitioners 			
External			
<ul style="list-style-type: none"> Vendors, Suppliers, Freight Forwarders and Couriers 			

V. WORKING CONDITIONS:			
<ul style="list-style-type: none"> Work inside the warehouse, in open stock yard and exposed to dust, noise, heat, and dirt. 			
HAZARDS & ATMOSPHERIC CONDITIONS			
Hazards and Atmospheric Conditions Types	Y/N	Hazards and Atmospheric Conditions	Y/N
<ul style="list-style-type: none"> Exposure to Fumes 	N	<ul style="list-style-type: none"> Mechanical Hazards 	Y
<ul style="list-style-type: none"> Exposure to Dust 	Y	<ul style="list-style-type: none"> Chemical Hazards 	Y
<ul style="list-style-type: none"> Exposure to Extreme Temperatures 	Y	<ul style="list-style-type: none"> Electrical Hazards 	N

▪ Wet and/or Humid	Y	▪ Radiant Energy Hazards	N
▪ Noise	Y	▪ Explosives Hazards	N
▪ Vibration	N	▪ Burn Hazards	N
▪ Mists or gases	N	▪ Other	N
Comments.			
EQUIPMENT & TOOLS			
List Equipment used for job:	List Tools:	Types Drives Vehicle:	Others
▪ Computer			

VI. ACCOUNTABILITIES:	
DESCRIPTION:	KEY RESULT AREA (KRA)
Preparing and Submitting Purchase Requisitions: <ul style="list-style-type: none"> Prepares and submits purchase requisitions of stock items reaching re-ordering levels to the Purchasing Section with the approval of the Store Supervisor. 	<ul style="list-style-type: none"> Replenishment & maintaining of stocks to optimum level
Receiving Materials: <ul style="list-style-type: none"> Receive materials from the supplier and sees to it that the materials supplied are in conformance with the Purchase Order (PO). 	<ul style="list-style-type: none"> Goods received are in accordance with the PO.
Arranging Materials: <ul style="list-style-type: none"> Arrange materials received in a proper manner and allocated to bins provided for easy retrieval and issuance. 	<ul style="list-style-type: none"> Orderly stocking and picking of items
Preservation of the Materials: <ul style="list-style-type: none"> Keep the materials on safe places or locations and make necessary means to protect and preserved the materials from heat, or other conditions that can cause the materials to deteriorate. 	<ul style="list-style-type: none"> Goods are protected and preserved for long storage period
Recording: <ul style="list-style-type: none"> Record the receipt and issue of materials in the warehouse AX system and also in the respective bin card; indicating the quantity of stock held; and maintaining store ledger and bin cards accurately to facilitate easy identification during stock physical count. 	<ul style="list-style-type: none"> Goods received are recorded in the system accurately with no deviation from the order placed
Housekeeping: <ul style="list-style-type: none"> Maintain a clean and safe working environment in the warehouse to provide an efficient service to customers. 	<ul style="list-style-type: none"> Maintain standards of cleanliness and safety in the workplace.
Issue of Materials: <ul style="list-style-type: none"> Familiar with description (specification, unit of quantity, application) of material in order to provide the right materials requisitioned. Familiar with versed with location of material in order to locate and issue the requisitioned material in time and of the right quantity. Issues the materials as per the requisition received from the departments or sections; ensuring the correct description, quantity and quality of materials issued. 	<ul style="list-style-type: none"> Knowledge of materials Effectiveness of follow up. Timely approvals obtained. Goods are issued and documented according to the requisition

VI. ACCOUNTABILITIES:	
DESCRIPTION:	KEY RESULT AREA (KRA)
Issue Control: <ul style="list-style-type: none"> Issue materials as per approved procedures to ensure materials issued are as per requisitions received and delivery is made to authorized personnel. 	<ul style="list-style-type: none"> Audit of compliance with issue procedures.
Stock Count: <ul style="list-style-type: none"> Participate in special and scheduled stock counts as required. 	<ul style="list-style-type: none"> Superior satisfaction with contribution/ participation.
Safety: <ul style="list-style-type: none"> Ensure that all relevant safety instructions and controls relevant to his work are adhered to so that the safety of the accountable and other employees can be guaranteed. 	<ul style="list-style-type: none"> Audit of compliance to safety and procedure and instruction. Frequency of Lost Time Incident's, safety incidents and near misses.
Policies & Procedures: <ul style="list-style-type: none"> Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner. 	<ul style="list-style-type: none"> Audit of compliance to operational procedures and instructions.

VII. SUPERVISORY RESPONSIBILITIES: (If Applicable)
<ul style="list-style-type: none"> Provide work direction and guidance to Store Helper and Laborer.
VIII. QUALIFICATIONS & EXPERIENCES:
EDUCATION
<ul style="list-style-type: none"> Trade School or High School Graduate or equivalent OR Combination of education and experience
MINIMUM EXPERIENCE
<ul style="list-style-type: none"> 3 years in Warehousing, in the storage, handling and distribution of materials or similar field.

VIII. JOB-SPECIFIC SKILLS:			
JOB-SPECIFIC SKILLS	LEVEL	JOB-SPECIFIC SKILLS	LEVEL
<ul style="list-style-type: none"> None. 			

X. JOB-GENERIC SKILLS:			
JOB-GENERIC SKILLS	LEVEL	JOB-GENERIC SKILLS	LEVEL
<ul style="list-style-type: none"> Health & Safety Systems 	Good	<ul style="list-style-type: none"> Maintenance Principles 	Average
<ul style="list-style-type: none"> English Language 	Good	<ul style="list-style-type: none"> PC 	Good
<ul style="list-style-type: none"> Knowledge of Policy & Procedure 	Good	<ul style="list-style-type: none"> Presentation 	N/A

▪ Quality Management Systems	Average	▪ Project Management	N/A
▪ Time Management	Average	▪ Written Communication	N/A
▪ Environmental Management Systems	N/A	▪ Engineering Principles	N/A
▪ Financial Awareness	Average	▪ Engineering Project Costing	N/A
▪ Microsoft Dynamics AX	Good	▪ Financial Accounting	Average

XI. CORE COMPETENCIES:			
COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Adaptability	Developing	▪ Continuous Learning	Working
▪ Initiative	Developing	▪ Teamwork	Working
▪ Cooperation	Working	▪ Problem Solving	Developing
▪ Communication	Working	▪ Customer Focus	Developing
▪ Planning & Organizing	Developing		
XII. Technical Competencies: Specific Competencies Job Related:			
COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Technical Expertise	Developing		

XIII. APPROVALS:	
Line Manager (Dept. Manager / Function Head):	
_____	_____
Signature	Date
HR Director:	
_____	_____
Signature	Date