



## JOB DESCRIPTION

### AN IDENTIFICATION INFORMATION

- A1 Job title:** Stores Supervisor  
**A2 Department/Programme:** Administration  
**A3 Section/Project:** Supplies  
**A4 Reports to (position):** Stores Superintendent  
**A5 Supervises (Name of Positions):** Technician - Instrumentation

### B JOB DESCRIPTION

#### B1 Overall purpose of the job.

To supervise and co-ordinate all the activities in the section, streamline internal material movement and support perpetual inventory verification

### Key Responsibilities

Supervision.

- Supervise the Storekeeper in all areas like receiving, issuing and store keeping.
- Monitor the physical verification exercise and prepare report based on the outcome i.e. shortage and excess report periodically.
- Monitor the material movement and conduct spot checks whether the issue is in conformity with the issue voucher or not.
- Carrying out updates of Control system software, updating the patches sent by the OEM
- Supervise the day-to-day activities like GRN posting, issue posting and processing of indents on regular basis and report any deviations.
- Monitor the marking of issue items like cement, paint, etc.
- Supervise the housekeeping and preservation jobs.
- Supervise scrap movement and disposal of scrap.
- Co-ordination of work
- Co-ordinate the overall 'Surplus Inventory' and 'Non-Moving items as per guidelines set by Management.
- Instruct storekeepers to keep the items in their respective location with proper identification labels.
- Co-ordinate with CPD and user department for direct off-loading of imported and project materials.
- Enforce good housekeeping practices in the section.
- Perform any other duties as maybe assigned by the Stores Superintendent/Management from time to time.

### C Knowledge, qualifications & Experience

A minimum of a Bachelor's Degree in Business Administration, Procurement and Logistics with Material Management/Supply Chain Management as the main option.

#### C1.2 Experience, Skills and Competences:

A minimum of at least two (2) years working experience at a supervisory level.

#### Communication Skills:

Should be able to communicate in English and has good knowledge in computer