



## SOUTH EAST REGIONAL HEALTH AUTHORITY

### JOB DESCRIPTION

**JOB TITLE:** INVENTORY OFFICER (Receiving)  
**SALARY GRADE:** PIDG/RIM 3  
**DIVISION:** OPERATIONS - INVENTORY AND FIXED ASSET  
**DEPARTMENT:**  
**REPORTS TO:** SENIOR INVENTORY OFFICER  
**MANAGES:** N/A

#### JOB SUMMARY/PURPOSE:

Under the direct guidance of the Senior Inventory Officer the Inventory Clerk's (Receiving) core responsibility involves the receiving of goods physically and through the computerized inventory system (Great Plain) as per approved Purchase Orders and or as guided by the Senior Inventory Officer.

#### KEY OUTPUTS:

- Inventory system updated and maintained;
- Goods are received and invoices entered into the inventory system;
- Purchase order and invoice records are properly filed and stored;
- Follow-ups on delivery of goods conducted;
- Stock taking activities;
- Individual work plans and reports prepared and submitted;



## **KEY DUTIES AND RESPONSIBILITIES**

- Receives and unpacks goods as per the standard operating procedure.
- Ensures that goods received are checked against packing/delivery slips, and purchase orders to ensure the correct items and quantities are received.
- Enters goods received entries in the computerized inventory system;
- Assesses goods received for any damages and notifies the supervisor immediately if any damage is observed.
- Assists in placing stocks in designated storage areas.
- Compiles and maintains records of quantity, type, and value of material, equipment, merchandise and other supplies in stock.
- Compiles information on receipt or disbursement of material, equipment, merchandise and other supplies, and computes inventory balance, price and costs using the computerized inventory system (Great Plains);
- Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.
- Prepares reports, such as inventory balance, price lists and shortages.
- Follows- up with suppliers on the delivery of goods and advises the respective requestors once the goods are received;
- Notifies the Senior Inventory Officer of general stock level shortages and inconsistencies of critical items.
- Reports problems encountered to Senior Inventory Officer for corrective actions.
- Performs routine clerical duties, including data entry, answering the telephone, and providing updates to cost centre representatives on the status of goods to be received
- Assist in periodic stocktaking exercises.
- Performs other related duties assigned by the Senior Inventory Officer.

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- May be occasionally required to work long hours, including weekends and public holidays as necessary;
- May be required to assist in lifting heavy items from time to time.

## **QUALIFICATION & EXPERIENCE:**

- Associate in Business Administration or Supplies Management
- Two (2) years of working experience in Supplies/Inventory Management and or Asset Management.

**OR**



- Certificate in Inventory Management (MIND)
- Three (3) years of working experience in Supplies Management and or Supplies/Inventory Management and or Asset Management.
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#### **SKILLS/COMPETENCIES AND SPECIALIZED KNOWLEDGE:**

##### ***Core***

- Good oral and written communication skills
- Sound integrity and accountability
- Good interpersonal relations skills
- Excellent time management skills

##### ***Technical***

- Working Knowledge of computerized inventory systems such as Great Plains Software;
- Knowledge of Government of Jamaica (GOJ) procedures and regulations governing the acquisition, storage and distribution of goods and services;
- Ability to use computer applications such as Microsoft Excel
- Basic Knowledge of the FAA Act;
- Working Knowledge of GOJ guidelines related to inventory and stock management;
- Basic knowledge of GOJ guidelines related to Fixed Asset Disposal;

#### **PERFORMANCE STANDARDS:**

- Both internal and external stakeholders and members of the general public are treated with courtesy, respect, fairness, and objectivity.
- Goods are received and entered into the computerized inventory system (~~Great Plains~~) correctly and within the agreed timeframe.
- Invoices received are properly processed and forwarded to the Senior Inventory Officer within the agreed time frame.
- Files are properly filed and stored in accordance with established procedures;
- The inventory system (Great Plains) is accurate and up to date.
- Reports and queries are submitted/answered within the agreed time frame.
- Confidentiality and integrity are exercised at all times;

#### **AUTHORITY:**

- None

#### **LIAISES WITH:**

##### **Internally:**



- Storeroom attendants
- Drivers
- Finance and Accounts Unit
- Public Procurement Unit

**Externally:**

- Suppliers
- Delivery personnel

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

I have received, read and fully understand the requirements of the job as outlined.

<b>Employee name</b>	<b>Signature</b>	<b>Date</b>
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<b>Manager/Supervisor/ HOD:</b>	<b>Signature</b>	<b>Date</b>
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