



*Houses of Parliament*

*Jamaica*

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### **STORES CLERK Pay Band 5 (PIDG/RIM 3) (new)**

Applications are invited from suitably qualified officers for the post of **Stores Clerk (PIDG/RIM 3) (new)** at the Houses of Parliament. The salary ranges from \$1,984,305- \$2,668,670 per annum.

#### **JOB PURPOSE**

Reporting to the Facilities and Office Manager, the Stores Officer is responsible for proper and timely storage, recording and reporting of the physical flows of all materials, equipment, and supplies for the Department. The incumbent plans and carries out all activities related to office supplies to ensure that all materials are properly stored and ensure that accurate and appropriate levels of supplies are maintained in order to meet the Department's requirements.

#### **KEY RESPONSIBILITIES**

##### **Technical Responsibilities**

- Recommends inventory control procedures and levels;
- Maintains daily records and tracks inventory to see what stocked items need to be replenished by setting up and maintaining appropriate database(s) - ideally an inventory management software;
- To undertake the day to day supervision of the stores;
- Collaborates with the relevant Officer in calculating monthly or seasonal demand for materials and supplies;
- Monitors re-order levels, conducts stocktaking at appropriate intervals, and advises the Facilities and Office Manager on need to re-order;
- To ensure accurate accountability of all transactions to and from the stores;
- To ensure delivery of materials to site or collection from supplier is undertaken and monitored against performance criteria and where suppliers do not meet the correct standards be proactive in resolving any issues;
- Ensures the stores area is kept clean and tidy and free from hazards;
- Liaises with suppliers and staff as required to assist in resolving discrepancies on a timely basis;
- Prepares and submits reports as required.

##### **Other Responsibilities**

Any other related duties that may be assigned from time to time.

#### **KEY COMPETENCIES**

- Analytical Thinking, decision making and problem solving skills
- Proficiency in the use of Microsoft Office
- Customer and Quality Focus

- Collaboration and Team Work
- Oral and Written Communication
- Integrity
- Interpersonal skills

### **EDUCATION AND EXPERIENCE REQUIRED**

- Diploma in Management Studies, Business/Public Administration, or equivalent qualifications
- Three (3) years' related work experience in a similar capacity
- Certificate in Inventory/Supplies Management would be an asset

OR

- Five (5) subjects in CXC/GCE O' Level inclusive of Mathematics and English Language
- Certificate in Inventory/Supplies Management would be an asset
- Five (5) years' experience in a similar capacity

### **SPECIAL CONDITIONS ASSOCIATED WITH JOB**

#### **Physical Demands**

May be required to lift job related objects, and may be exposed to dust from time to time

#### **Work Environment**

May be required to travel frequently between locations and to work outside of the normal office hours.