



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Inventory Officer	DEPARTMENT: Administration
POSITION REPORTS TO: Senior Manager Administration	
POSITION IS REPORTED BY: NA	
MAJOR JOB RESPONSIBILITIES	% of Total Work-load
1. Assist to prepare and maintain record of disposal assets for review and final decision	25
2. Data entry register, record and maintains inventory accountability and control all fixed and non fixed assets.	
3. Tagging and making GRN for new purchased fixed and non fixed assets with coordination of warehouse staff.	20
4. Maintain inventory records deliveries, receiving, issuing, returning and keep up to date record of all assets	15
5. Monitors the property control system which includes moving, returning, issuing using standard forms as per the policy and procedures	10
6. Keeps up to date records of all lost and damaged items and report them on monthly basis to SMA	10
7. Count and verify inventory list of each department on regular basis to make sure that inventory list and physical count result are accurate	5
8. Performs general office duties including inventory filling, hard and soft copy Assets Management and Control	5
9. Assist and coordinates activities and property movement and management of fixed assets for disposal, surplus, storage or salvage	
10. Check and process requests from staff and handle them for assets available in store	
11. Plan, organize and implement physical count of Fixed and Non Fixed assets of all offices on regular basis	



<ol style="list-style-type: none">12. Find discrepancies during physical count and conduct inspection13. Print and prepare bar code and tag number for new purchased assets and damaged barcode as necessary.14. Arrange and organize assets in main store and other site stores.15. Ensure that returning assets have all the necessary documents, return form plus Loss and damage form with approval16. Report any discrepancy and illegal issues to the Sr. Manager Administration17. Regularly physical count, spot check and update store assets inventory list.18. Provides assistance for disposal of fixed assets and non fixed assets and adjust them in system19. Assist in coordination of auction activities including releasing items for auction, providing descriptions, photographing items, reconciliation and preparation of monthly auction disposal report.20. Troubleshoots any assigned problems with purchase orders, deliveries, or pickups that require special attention.21. Provides backup assistance to the warehouse as required including receiving Assets, delivering assets to campuses pulling auctions, and store operation whenever required.22. Provide list of disposal assets ready for auction Assist in providing report on final physical count and report any discrepancies on time23. Provide information to Sr. Manager Administration for Investigation and act on matters related to compliance, including the review of documents and other information that is relevant to compliance activities.24. To perform any other duties as assigned by the Management or SMA	
<p><u>PERSON SPECIFICATION</u></p> <p>(1) Academic Qualification Required Bachelors</p> <p>(2) Specific Job-related Skills Required</p> <ol style="list-style-type: none">1. Communication & Interpersonal Skills	



2. Problem-solving & Decision-making Skills

(3) Specific Job-related Traits & Behaviours Required

1. Attendance & Punctuality
2. Cooperativeness & Coordination
3. Policy and Procedure Compliance
4. Discipline

(4) Experience Required

At least 2 years experience in the related field.