

JOB TITLE: STORES CLERK/EXPEDITOR

JOB ID: T1249

Old JOB Number: 0

REPORTS TO: SENIOR SOCIAL WORKER (YOUTH SERVICE)

Date revised: 1991-10-31

MINISTRY/DEPARTMENT: LABOUR, HUMAN SERVICES & SOCIAL SECURITY - YOUTH SERVICE UNIT

PURPOSE: Responsible for the smooth and effective operation of the stores, to ensure that all stock and supplies are adequate and be responsible for requisitioning and issue of items.

KEY OUTPUTS:

- Proper and up-to-date records of all stock.
- Adequate availability of stocks.
- Proper security of stocks.

RANGE OF ACTIVITIES:

- Maintain up-to-date records of all stock.
- Ensure availability of requisitioned items.
- Prepare purchase orders.
- Ensure that items are properly secured.
- Issue stocks.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Four (4) subjects at GCE 'O' Level or four (4) subjects at CXC examination plus a minimum of three years experience in purchasing and keeping stock.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The job holder would advise superior on the need to purchase and replenish various items of stock. He/she is responsible for deciding on the quality of articles and whether items have overstayed their usefulness.
- There are clearly defined procedures available to assist in decision making but the job holder requires guidance from superiors before action. The job does not require much original thinking and creativity and errors have no major effect on personnel nor Ministry.

RESOURCE MANAGEMENT:

- The job holder requires regular supervision and should report to the superior on all work. The incumbent is not a budget holder and does not directly handle any high value capital equipment.

COMMUNICATIONS: Apart from superiors most work related contacts would involve the accounting unit, business places and the Auditor General Department.

WORKING CONDITIONS: The job is primarily office bound but approximately 50% of the time is spent securing stocks from business places, and other related outdoor activities.

There is no risk of injury or other hazards associated with the job.

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