

## Clerk - Inventory Management

Job Title	Clerk		
Division	Finance and Procurement Division		
Department	Inventory Department		
Section	Inventory Management		
Location		Direct Reports	
Reports To	Inventory Supervisor	Version Number	1
External Relations		Guide Number	7002
Internal Relations	All departments and branches	Job Code	

### Basic Function

Handling routing parts inventory control and disbursement. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### General

- Ensure cleanliness and proper company of inventory in stock room.
- Maintain clean and orderly work area and debris-free stock room.
- Perform minor maintenance of tools.
- Check stock items for ensure proper rotation is maintained within the racks.
- Participate and comply with all safety standards and training.
- Perform related duties and responsibilities as required.
- Audit of Assets
- Delivery receiving of purchase assets & supplies

#### Inventory Database and Asset

- Enter parts received into inventory using the computer system and continually monitor inventory stock for re-order.
- Encode assets data.
- Compile and maintain records of quantity, type, value of material, equipment, merchandise, or supplies in store room.
- Generate price labeling for merchandise and shelve inventory in proper place in stock room.
- Verify physical presence of inventory with records to rectify errors and report reasons for discrepancies.

#### Supplies

- Send operational supplies kingdom wide.
- Receive and deliver assets and office supplies to relevant departments

#### Inventory

- Manage daily consumption of inventory.

- Coordinate incoming and outgoing processing of inventory.
- Verify all orders are properly filled and each piece of merchandise is accounted for.
- Receive parts shipments and verify purchase orders to ensure accuracy.
- Participate in the internal audits to validate accuracy of the cycle count process

## Reports

- Report details of any damages to higher authorities.
- Compile reports on receiving or disbursing any material, equipment, merchandise, or supplies; calculate inventory balances, costs, and prices.
- Prepare reports such as inventory balance, price lists, disbursements or shortages.

## EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

## Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 2
Analytical Thinking	Level 2
Communication	Level 2
Continuous Learning	Level 2
Creative Thinking	Level 2
Initiative	Level 2
Organizational & Environmental Awareness	Level 2
Planning & Organizing	Level 2
Risk Management	Level 2
Stress Management	Level 2
Teamwork	Level 2
Technical Competencie	
Learning & Development Knowledge	Intermediate
Management of Health & Safety Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate
Competencies – EHS	
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting	
Organizational Competencies	
Beginner <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	
Qualification : Education and Experience	
Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry. or High / Middle School Certificate or Technical Courses (Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position or High / Middle School Certificate or Technical Courses ( Those in technical jobs must have appropriate certification in their respective trades) with over 2 years	

industry experience of which at least 2 years has been in Level-01 position

\*Note: Industry Experience wherever its applicable

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>
<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<b>Employee Name:</b>			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>