

Handler - Inventory Management

Job Title	Handler		
Division	Finance and Procurement Division		
Department	Inventory Department		
Section	Inventory Management		
Location		Direct Reports	
Reports To	Supervisor-Inventory	Version Number	1
External Relations		Guide Number	7004
Internal Relations		Job Code	

Basic Function

Materials handler identifies, transports, packs, removes and disposes of old fixed assets and materials. A worker must follow safety procedures and regulations, including physically moves materials and uses heavy equipment to move materials. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Overseeing the proper loading, unloading and handling of goods and materials, to ensure all policies and procedures are followed accordingly.
- In charge of receiving supplies and materials into the storehouse.
- Validating the received materials and goods with the invoices to ascertain the precision of the goods delivered.
- Make sure the proper handling and stocking of goods, in compliance with warehousing and storage norms.
- Monitoring the storehouse records and inventory and filing reports of discrepancies in quantities and damages to the department head.
- Receives and verifies accuracy of incoming shipments.
- Pulls and distributes materials or other stock items in order to fill staging requests.
- Utilizes material handling equipment such as pallet jacks, forklifts, etc.
- Communicate any order changes to Warehouse Admin or Lead.
- Maintain accurate inventory count, perform end of day inventory count and submit reports to section department head.
- Ensure the transaction of supplies request
- Maintain cleanliness of the storage

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 Competencies

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
Risk Management	Level 2
Stress Management	Level 2
Teamwork	Level 2

Technical Competencies

Compliance Management Knowledge	Intermediate
Forklift operating knowledge	Intermediate
Learning & Development Knowledge	Intermediate
Security Systems & Equipment Management Knowledge	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

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

High / Middle School Certificate or Technical Courses , must have appropriate certification in their respective field or 1 year experience in their field.

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:

Employee Name:

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.

Signature:

Date: