

Specialist - Inventory Management

Job Title	Specialist		
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	7005
Internal Relations		Job Code	

Basic Function

To perform office management, administration and task to coordinate with various departments and regions regarding annual supplies report, issuance of stockpiled local and after Operations Dept. requested the required supplies from and upon its delivery – Supplies Specialist distributes region wise their request accordingly. Issuance of procured office supplies and procured local operational supplies.

KEY Responsibilities

Core

- Responsibilities include, but not limited to the following: A.) Records keeping, filing system, tracking system, and status log. B.) Documentations, communications transmittal, and distribution.
- Responsible for preparation of annual supplies status report generated by computer.
- Responsible for receiving and issuance of Company supplies and fixed assets delivery.
- Responsible for Company operational supplies, stockpile and issuance.
- Tracking, maintains, locates, and accounts all the company property and assets, such as: A.) Materials B.) Furniture's C.) Equipment and tools, and other electronic gadgets etc.
- Assigned Company property control number for all newly delivered property and assets and update system records.
- Assigned stock number for all new delivered properties, materials, and supplies that are not listed in the Company list of supplies.
- Prepare documentations and/ or paperwork for all the incoming and/ or delivered items, such as: A.) Receiving Report Form (PRF) B.) Store Requisition and Issue Slip Form (SRIF).
- Ensure that the incoming and/ or delivered items by buyers and vendors are in compliance with the end-user (s) requested qualities.
- To interface with various sections, departments, and regions.
- Maintain and updates files in the inventory system.
- Assists the Manager-Inventory as necessary, in the pursuit and accomplishment of the tasks assigned to the office
- Submission of assets and supplies delivery invoice
- Audit of assets

- Disposal of old and damaged assets

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	
Intermediate <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	
Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry. or Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position or Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position	

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:
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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.

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