

Supervisor - Inventory Management

Job Title	Supervisor		
Division	Finance and Procurement Division		
Department	Inventory Department		
Section	Inventory Management		
Location		Direct Reports	
Reports To	Administration Director	Version Number	1
External Relations		Guide Number	7006
Internal Relations		Job Code	

Basic Function

Managing storeroom operations including ordering, receiving, unpacking, and storing goods and supplies.
Fully understand, drive and promote SMSA vision, culture and values

KEY Responsibilities

General

- Prepare letters, memorandums, and correspondences; maintain records; ensure filing system accuracy; update Tracking System and Status Log.
- Transmit documentation and communication as required.
- Maintain inventory and stock records and controls.
- Input product description information in current inventory and internet systems.
- SCM System stock update
- Shrinkage percentage
- Submission of GRN, Invoices and other document to finance department
- Material issue or transfer
- Audit of assets
- Disposal of old and damage assets

Inventory Database

- Maintain inventory database of all assets of the company and updates files.
- Maintain and evaluate the records of the stocks.
- Prepare and fill the order forms for the stocks and the fill the warehouse with the products.
- Ensure delivered materials (Assets) are being recorded in record files.
- Assign stock number for all new delivered properties, materials, and supplies that are not listed in the SMSA List of Supplies.
- Prepare documentation and/or paperwork for all incoming and/or delivered items, such as Receiving Report Form (RRF) - Store Requisition and Issue Slip (SRIS) Form.
- Maintain and update files and computer.

Asset

- Supervise receipt of assets and assigning assets number.
- Control and monitor the flow of supplies and company assets to ensure that each asset, material, or supplies is accounted for and recorded in the inventory database.
- Oversee properties and assets, such as capital assets, furniture, equipment, tools, etc.
- Care for company's assets such as computers and furniture.
- Assign SMSA Property Control Number to all the newly delivered Property and Assets and update Computer Records.

Purchase

- Initiate field purchase orders and requisitions.
- Coordinate activities with purchasing Activity Company.
- Check incoming materials against invoices or purchase orders and file requisitions.
- Inspect goods received for conformance to quantity and quality specifications.
- Assess the purchase and the invoice details for each and every product.
- Approve bills for payment.
- Maintain knowledge of all company and governmental rules affecting purchases, and provide information about these rules to company staff members and to vendors.

Vendor

- Manage the Return to Vendor process, including item documentation, tracking, adjusting, and destroying.
- Coordinate with the vendors and for the inventory requirements and procurements details.
- Document product returns and damage details.
- Clear and receive report of all invoices of SMSA suppliers.
- Ensure the incoming and/or delivered items by buyers and vendors are in compliance with end-user(s) requested qualities.

Inventory

- Supervise the inventory cycle and manage its counting.
- Develop accurate, consistent, and enhancements to the inventory reporting structure.
- Identify 'heavy' and 'low turn' inventory items.
- Perform inventory adjustments (quantity and price variance analysis).
- Perform visual validation of received merchandise to description and package details from original purchase order.
- Develop merchandising information guide as an 'enhancement' to increase inventory turn performance.
- Track the transport and the distribution of the inventory.
- Receive, maintain, and issue supplies and gift items.
- Conduct Physical Inventory to track, maintain, locate, and account for all the company.
- Assign SMSA Property Control Number for the newly purchased / delivered properties and Assets.
- Prepare documentation for all incoming items such as Receiving Report Form, Store Requisition and Issue Slip Form, Transmittal Letter.

- Ensure receipt of all expected incoming items.
- Verify compliance with the end-user(s) requested qualities (Quality Control).
- Estimate stock needs and inventory levels.
- Devise and maintain safeguards against loss, deterioration, and damage to goods.

Supplies

- Supervise shipment of operational supplies kingdom wide.
- Monitor operational supplies both local and international, including Operations Supplies Stockpile, Emergency Issuance, and Monthly Issuance.
- Assign stock number for all new delivered property, materials and supplies that are not listed in the SMSA List of Supplies.

Audit and budgets

- Conduct audit inventory daily, including operational supplies to avoid shortages kingdom wide.
- Prepare inventory budgets and to maintain the stock ratio of the company.

Reports

- Prepare annual inventory status report.
- Run a series of daily, weekly, or monthly inventory reports and perform detailed analysis of item performance.
- Prepare record and report the inventory surplus.
- Prepare reports on the stock details.
- Prepare annual supplies status report generated by computer.

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
Planning & Organizing	Level 2
Risk Management	Level 2
Stress Management	Level 2
Teamwork	Level 2

Technical Competencies

Compliance Management Knowledge	Intermediate
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

*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

Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.), 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 Supervisory position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 position

*Note: Industry Experience wherever its applicable

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: