

## 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 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	
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
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

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
<p>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.</p> <p>or</p> <p>Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position</p> <p>or</p>

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

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