



Clerk - General Logistics Operations Processing

Job Title	Clerk		
Division	Logistics Division		
Department	General Logistics Department		
Section	General Logistics Operations Processing		
Location		Direct Reports	
Reports To	Project Administrator Logistics	Version Number	1
External Relations		Guide Number	7056
Internal Relations		Job Code	

Basic Function

Serves as an entry level logistics clerk in support to the Logistics operations within the warehouse or acts as a member of either the Receiving, Distribution, staff based upon section assignment. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Assists with the effective and efficient receipt, inventory, and management of large volumes of stocks in support of the best possible patient care.
- Duties are based on section assignment in the department.
- Shipping Section Functions: Accuracy in Picking, filing supply orders, handover of processed orders.
- Receiving Section Function: off loading, receipt, stocking, Put away of goods.
- Zero accident or reported incident
- Dispatch of packages scanned and documented
- Inventory accuracy
- Housekeeping

EHS

- 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
- 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 Competence

Adaptability	Level 4
Communication	Level 3
Conflict Management	Level 2
Initiative	Level 3
Organizational & Environmental Awareness	Level 4
Teamwork	Level 3

Technical Competence

Knowledge of customs procedure	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Beginner
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

**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

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

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: