

Inventory Clerk - Logistics NUPCO Project

Job Title	Inventory Clerk		
Division	Logistics Division		
Department	Healthcare Logistics Department		
Section	Logistics NUPCO Project		
Location	Hub	Direct Reports	
Reports To	Logistics Supervisor	Version Number	1
External Relations		Guide Number	7081
Internal Relations	Operations	Job Code	

Basic Function

Manifesting, data entry, and scanning, as well as all other administrative functions, Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Operations

- Check the date of all the fulfillment shipments, and compare with agreements date.
- Communicate with the shipper to get the approval to open the shipments in fulfillment.
- Prepare the fulfillment stock report twice a month.
- Resolve the tickets for the fulfillment shipments.
- Ensure all the shipments are sorted and scanned as per the standard operating procedure.
- 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.
- Receiving Function: offloading, receipt, stocking on the system.
- Printing the proper labels for each SKU, and attaching the labels to the items.
- Operates forklift in and around warehouse.
- Place incoming shipments on racking systems.
- Pulls product from the racking for Storage Team to put away.
- Ensure no shipment remains left on the ground.
- Damage Claims
- Accident zero/Incident reporting
- Order picking & processing
- Dispatch of packages
- Control lost/missing/damage
- Inventory accuracy

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	
Communication	Level 3
Initiative	Level 2
Resource Management	Level 2
Stress Management	Level 2
Teamwork	Level 2
Technical Competencie	
Forklift operating knowledge	Advanced
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	Advanced
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 <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	
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. <div style="text-align: center;">or</div> 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 <div style="text-align: center;">or</div> 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: