



## **NATIONAL DRAINAGE AND IRRIGATION AUTHORITY**

### **JOB DESCRIPTION**

**POSITION: STORES KEEPER III**

**DEPARTMENT: STORES DEPARTMENT**

**REPORTING TO: STORES INVENTORY AND CONTROL OFFICER**

**BAND: 3**

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The incumbent is charged with assisting with the managing, receiving and track and maintain stocks levels and inventory.

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#### **Main responsibilities**

- Assists with the preparation of stocks to reorder
- Assists with Managing inventory by stocking and cataloging products for the authority
- Performs quality checks on stored inventory and discarding inventory that does not meet the company's standards
- Updates inventory count and maintaining inventory records to share with management and other stakeholders in the business
- Reports discrepancies in inventory that indicate theft, such as too little inventory at last count
- Assists in Implementing loss prevention programs to prevent theft

#### **Requirements**

**Five (5) CSEC subject which includes passes of grades 1, 2 or 3 in Mathematic and English along with three (3) years' experience in the similar capacity**

Must be computer literate in the use of MS Word, Excel and QuickBooks

**Supervisory Responsibility**

This job holder will not be responsible for supervising any personnel.

**Work Environment**

While performing the duties of this job, the employee regularly works in an office setting but will be required to make occasion field verification exercises.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Fridays from, 8:00 a.m. to 3:30 p.m. respectively.

*Prepared by: Ms. J Blackman*

*Senior Human Resource Officer*

*Dated : 2021-10-02*