



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: STORES ASSISTANT

DEPARTMENT: STORES DEPARTMENT

REPORTING TO: STORES INVENTORY AND CONTROL OFFICER

BAND: 1

The incumbent manages the supplies and products coming in and out of a stores department and keep accurate counts of stored items and assist in restocking selves

Main responsibilities

- Maintaining and updating records.
- Counts materials, equipment, merchandise, or supplies in stock.
- Reports discrepancies between physical counts and computer records.
- Develops or improves upon inventory management procedures.
- Stocks and distributes supplies, equipment or merchandise.
- Compiles balance, price and cost reports.

Requirements

Five (5) CSEC subject which includes passes of grades 1, 2 or 3 in Mathematic and English
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