



## Job Description

Kings' Education

**Job Title:** Storekeeper

**Department:** Procurement

**Reports to:** Procurement Manager

### Job Scope

Oversees and administers the operations of the stores. Receives and verifies goods delivered. Provides information to and assists stakeholders. Maintains inventory. Maintains files and prepares reports.

### Job Responsibilities

- Receives, identifies and verifies goods delivered.
- Coordinates with the finance department to reconcile goods received with invoices to ensure the timely payment of suppliers.
- Oversees the use of equipment necessary to handle or move stock.
- Liaise with supplier/and or transport companies in relation to deliveries of damaged goods.
- Controls the distribution of stock from the store and goods delivered.
- Applies a physical and electronic classification system to all stock items.
- Maintains inventory using inventory management software.
- Provides information to and assists stakeholders in relation to assets.
- Maintains files and prepares reports in relation to assets and stock.
- Maintains and organises the stock room to ensure stock is kept in an orderly fashion and to ensure ease of access to resources.
- Coordinate and participate in regular stock taking activity.
- Follow all relevant safety, quality and environmental control procedures.
- Work to hours agreed with the Procurement Manager in line with the UAE Labour Law. It is understood that these may vary according to school requirements at various times in the year.
- Work to the professional duties set out in this job description and undertake any other duties determined in agreement with the Procurement Manager.
- This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.
- This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of Kings' Schools into the future

## General Accountabilities

### Supervisory Responsibility

None

### Financial Responsibility

None

## Job Competencies

### Education and Experience

Education: To at least 6<sup>th</sup> Form level

Experience: Desirable Storekeeper experience preferably in a school setting

### Knowledge, Skills and Abilities

Knowledge:

- Inventory management
- High level ICT

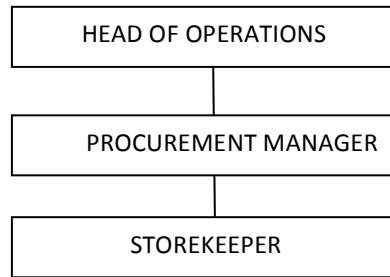
Skills:

- Strong verbal and written communication skills in English
- High level interpersonal skills

### Personal Traits

A self starter with the ability to work as part of a team. A positive and proactive person with the ability to innovate with new ideas. A confident and reliable member of the team.

## Positional Organization Chart



## JD Issuance

Prepared by:

HR Manager

January 2017

Approved by:

Head of Operations

January 2017