



## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Storekeeper</b>
<b>TEAM:</b>	Stores, Procurement and Accommodation
<b>REPORTS TO:</b>	Stores, Procurement and Accommodation Team Leader
<b>JOB PURPOSE:</b>	To assist the Team Leader with the daily operations in AIG's Stores and working to the Quality Assured procedures within Finance processes.

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#### MAIN DUTIES

1. To carry out all functions associated with Stores stock control in accordance with Stores procedures.
2. To control and handle the stock issues to customers in Stores.
3. To make sure that all material requisition chits are authorised, documented and quality controlled.
4. To be responsible for and ensure that the processing of stock issues, invoices, cash sales and credit notes are done on a daily basis.
5. To handle and be responsible for cash and cash transactions, keeping all necessary records and making payment to Cash Office weekly.
6. Receiving and safekeeping of ordered goods, checking correctness, quality and condition.
7. Notification of discrepancies and amendments to your Team Leader.
8. To make sure that all goods received notes are correct and passed to the Finance Department within five days of receipt of goods.
9. To be responsible for carrying out a daily physical limited stock check.
10. To be responsible for investigating variances and presenting the results to your Team Leader.
11. On a weekly basis run a minimum – maximum stockholding report and create necessary Quotation Request's to bring below stock holding up to maximum.
12. To carry out any tasks relating to AIG's Accommodation as requested by your Team Leader.
13. To work in accordance with AIG's procedures and policies.
14. To work in a safe manner and to the standard set out in policies on Health & Safety.
15. To carry out stevedore duties as a core function, which involves working a 12-hour shift and at times, weekends.
16. To operate forklift truck as and when required, unloading freight cargo and packing of goods for shipment.

17. To undertake any other related duties as requested by the Team Leader and be willing to work reasonable overtime as and when required.
18. To carry out ship work and stevedore duties as a core function, which involves working a 12-hour shift and at times, weekends as and when required.

## **RESPONSIBILITIES**

1. Joint responsibility, with other storekeepers, for the day-to-day security of the Central Store and its contents.
2. Responsible for work equipment.
3. To comply with AIG's Health & Safety and other policies adopted by AIG.
4. To attend any training course which AIG may specify in the further development of the jobholder's role.

## **PERSON SPECIFICATION**

### **Essential**

1. To have achieved a good standard of education and have at least 3 years' experience of Stores management.
2. Must have excellent customer service skills.
3. To be computer literate with a working knowledge of a wide range of Microsoft applications and the Sage System.
4. Must have working knowledge of Health & Safety at Work procedures and requirements.
5. Knowledge of First Aid Practices or willingness to learn.
6. Must be flexible to meet the needs of the organisation.
7. Must have a valid driving licence of classes A, B & J (including forklift licence and experience)

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Updated: September 2020