



**DEMERARA HARBOUR BRIDGE CORPORATION  
NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>SENIOR STORES CLERK</b>	<b>LOCATION:</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>STORES SUPERVISOR</b>	<b>GRADE:</b>	
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>SECTION:</b>	<b>STORES</b>
<b>SUMMARY STATEMENT</b>	Responsible for receiving, issuing, classifying, and recording information of stock to maintain inventory records.		
<b>D U T I E S  R E Q U I R E D</b>  <b>J O B  R E S P O N S I B I L I T I E S</b>	<b>DESCRIPTION OF DUTIES:</b>		
	<b>ENSURE</b> the preparation of Stores Received Note for the receipt of goods/inventory and Stores requisition for the issuing of items.		
	<b>Certify</b> stock entering the stores, verify entries against orders and note discrepancies. <b>LABELS</b> equipment/materials received before assigning to requesting <b>Department/Section</b> .		
	<b>VERIFY THAT</b> movement of materials/equipment to and from the various Departments/Sections are recorded in the Internal Stores Requisitions book.		
	<b>Verify that</b> bin cards and goods received book are updated on a daily basis with Internal Stores Requisitions and Stores Received Note as to ensure items received and issued are accurately recorded.		
	<b>UPDATES</b> computerized inventory of stocks and <b>PREPARES</b> statistics using summaries information for submission to <b>Supervisor</b> .		
	<b>CHECKS</b> and <b>UPDATES</b> Loan Book of items distributed to and returned by Staff.		
	<b>CHECKS</b> and <b>UPDATES</b> bin cards and physical balances for reconciliation with Ledger periodically e.g., monthly, mid-year and annually.		
	<b>REPORTS</b> stock balances and specific items for purchase to <b>Supervisor</b> . <b>MAINTAINS</b> up-to-date records of all stock movements to ensure optimum stock levels are maintained and items are issued using the FIFO METHOD of stock valuation.		
	<b>ASSIST</b> with the preparation of Reports on inventory e.g., variance reports etc.		
<b>ASSIST in making sure</b> that Store records are updated and maintained timely to facilitate the daily submission of relevant store records and information to the Accounts section within the deadlines.			
<b>ASSIST with the updating</b> of the Stores management Software system, and reorder levels are monitored and maintained.			
<b>ENSURE</b> that all relevant <b>PERSONNEL</b> are always inform in a timely manner, of the arrival of materials procured to execute schedule tasks.			
<b>ASSIST with</b> contacting with relevant departments to ensure that stock items and stock levels are appropriate to their requirements and providing Inventory balances and costing of Inventories as required.			

	<p><b>REPORTS PROMPTLY TO THE FINANCE MANAGER</b> any losses or irregularities discovered or any defects that may occur to any equipment within the stores <b>in the absence of the Stores Supervisor.</b></p> <p><b>COOPERATES</b> with auditors in the conduct of regular fiscal audit of all records and accounts in accordance with standard auditing principles and GOG financial regulations.</p> <p><b>Assist with making sure</b> that the store is kept clean, safe, well ventilated, waterproof, and secure.</p>
<p>The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.</p>	

### QUALIFICATIONS PROFILE

JOB TITLE: Senior Stores Clerk		
FACTORS		SUBSTANTIATING DATA
1	<b>EDUCATION</b>	Five (5) GCE 'O' Levels or CXC General up to Grade II, including English Language, Mathematics, Principles of Accounts; LCC Higher auditing or Accounting; Level II CAT. Ability to use computerized Stores Inventory.
2	<b>EXPERIENCE/JOB KNOWLEDGE</b>	AT least three (3) years on-the-job training relating to storage and movement of items, training in basic accounts is necessary. Experience in collating and classifying information. Posting and updating stores records.
3	<b>TECHNICAL/PROFESSIONAL</b>	Arranges stock items in specified sequence. Sorts and places materials or items on racks, shelves or in bins according to pre-determined sequence such as size, type, style, colour, or product code.
4	<b>PROBLEM SOLVING /DECISION MAKING</b>	Must follow procedures and refer variations/variances to immediate Supervisor. Decisions are elementary.
5	<b>INTERPERSONAL</b>	Contacts are with employees in different Departments/Sections, where information is requested or provided or where routine queries are dealt with.
6	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for classifying and recording information of stock to maintain inventory records.
7	<b>PROCEDURES/REGULATIONS/ COMPLIANCE</b>	Specific detailed instructions covering all important aspects of the assignments are provided to the employee. Procedures for doing the work have been established and procedures and manuals are available.
8	<b>TEAMWORK</b>	The <b>Supervisor</b> makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as directed. The Supervisor checks progress and reviews completed work for accuracy, adequacy, adherence to instructions and established procedures.
9	<b>WORKING ENVIRONMENT / SAFETY OF OTHERS</b>	Works indoors in limited space; limited lighting and poor ventilation. Also exposed to smells and dust. Required to lift medium weight to heavy items. The incumbent is also required to push or pull items; climbs and balances to reach high areas; stoops, kneels, crouches; reaches, handles, and writes up documents.