



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

JOB TITLE:	STORES CLERK	LOCATION:	ASPHALT PLANT
REPORTS TO:	STORES SUPERVISOR	GRADE:	3
DEPARTMENT:	FINANCE	SECTION:	STORES
SUMMARY STATEMENT	Responsible for classifying and recording information of stock to maintain inventory records.		
D U T I E S R E Q U I R E D J O B R E S P O N S I B I L I T I E S	DESCRIPTION OF DUTIES:		
	PREPARES stock requisitions and orders.		
	PREPARES documents (Stores Received Note) for the receipt of goods/inventory.		
	RECEIVES stock entering the stores, verifies entries against orders and notes discrepancies. LABELS equipment/materials received before assigning to requesting Department/Section .		
	COUNTS, SORTS or WEIGHS incoming articles to verify receipt of items on requisitions or invoices.		
	POSTS requisitions into Stores Ledger and ENSURES items purchased are accurately recorded.		
	RECORDS movement of materials/equipment to and from the various Departments/Sections in the Internal Stores Requisitions book.		
	UPDATES bin cards and goods received book on a daily basis with Internal Stores Requisitions and Stores Received Note as to ensure items received and issued are accurately recorded.		
	TAKES inventory of stock in Storeroom and UPDATES computerized inventory of stocks and PREPARES statistics using summaries information for submission to Supervisor .		
	CHECKS and UPDATES Loan Book of items distributed to and returned by Staff.		
CHECKS and UPDATES bin cards and physical balances for reconciliation with Ledger periodically e.g., monthly, mid-year and annually.			
REPORTS stock balances and specific items for purchase to Supervisor .			
<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: Stores Clerk		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	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 I ATP,AAT or CAT. Ability to use computerized Stores Inventory.
2	EXPERIENCE/ JOB KNOWLEDGE	On-the-job training relating to storage and movement of items, training in basic accounts is necessary. Experience in collating and classifying information.
3	TECHNICAL/ PROFESSIONAL	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	PROBLEM SOLVING /DECISION MAKING	Must follow procedures and refer variations/variances to immediate Supervisor. Decisions are elementary.
5	INTERPERSONAL	Contacts are with employees in different Departments/Sections, where information is requested or provided or where routine queries are dealt with.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for classifying and recording information of stock to maintain inventory records.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	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	TEAMWORK	The Supervisor 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	WORKING ENVIRONMENT/ SAFETY OF OTHERS	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.
LICENCES:		
SIGNATURES:		
PREPARED BY: S.V. JONES ASSOCIATES		DATE:
REVIEWED BY _____	DESIG. _____	DATE: _____
APPROVED BY _____	DESIG. _____	DATE: _____
APPROVED BY _____	DESIG. _____	DATE: _____