

## JOB DESCRIPTION

Title	<b>Storekeeper</b>	Job Classification Number	<b>A 00433</b>
Department /Project	<b>Procurement/ Store Admin/ Projects</b>	Job Family Name	<b>Procurement</b>
Reports to	<b>Material Control Engineer/ Supervisor/ Project Manager</b>	Effective Date	<b>01 Jan 2005</b>

**MAIN PURPOSE OF JOB**

To receive, store and control stock and delivery of materials to Project locations/Central Store facilities.

**JOB OBJECTIVES**

1. To supervise material receipt, unloading and placement in assigned storage location.
2. To check material received quantities & specifications against order documents
3. To manage space and determine storage methods according to the manufacturer's guidelines and Company safety procedures.
4. To maintain stock level of materials to ensure continuous availability.
5. To maintain the filing system and stock records as per Company procedure.
6. To maintain supplies of materials, in compliance with storage safety regulations.
7. To issue or distribute materials, products, parts and supplies to customers or co-workers, based on Company procedure.
8. To recommend disposal of excess, defective or obsolete stock.
9. To control the fixed assets in the location assigned.

**ESSENTIAL WORK ACTIVITIES**

- Performing Physical tasks
- Clerical / Admin functions
- Checking
- Supervising / Directing
- Handling
- Controlling / Reviewing
- Using machinery / equipment / vehicles
- Deciding

**SAFETY AND QUALITY RESPONSIBILITIES**

- Maintain standards of safety and comply with Company’s Health, Safety and Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

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**EDUCATION, SKILLS AND EXPERIENCE**Essential:

- Quantity measurements and conversions
- Material Knowledge
- Computer Literate
- 5 to 6 Years of work experience as a store keeper.

Desirable:

- Arrangement of things in a certain order
- Material Handling
- A Bachelors degree in any discipline