

Terms of Reference for Stores Associate

Reports to: Head Administration & Stores

Overview:

The Stores Associate will be responsible for ensuring the efficient and effective management of raw materials, stock and inventory. They will work under the supervision of the Head Administration & Store.

Responsibilities:

1. Verify, check the quantity and quality and expiry date of the received raw materials as per the delivery note/invoice.
2. Adhere to the guidelines for storage conditions, ensure daily upkeep and hygiene checks and reject damaged or incorrect items during the storage of raw materials.
3. Issue and receive stock according to requested requisitions, match the quantity requested and issued, obtain approval from concerned unit head and ensure the requisition form is signed and entered into the inventory management system.
4. Maintain clear and organized records of all inventory movements and post all invoices and issuing processes using the inventory management system.
5. Regularly monitor and take inventory, conduct audits to determine inventory needs and ensure physical count matches the inventory count in the management system during inventory management.
6. Maintain cleanliness of all areas, comply with hygiene regulations and follow health and safety procedures.
7. Perform any other duties assigned by the management or Head.
8. Report any discrepancies in equipment and be aware that the SOP is subject to change as required.