

Terms of Reference (TOR): Store Associate

Reporting

The Stores Assistant shall report directly to the Stores Supervisor (SSV) and/or Stores & Procurement Manager (SPM).

Purpose

To provide administrative, financial, logistics, and documentation support to the Engineering Stores, ensuring efficient processing of payments, maintenance of inventory records, coordination of customs clearance activities, and compliance with company procedures and regulatory requirements.

Key Responsibilities

- Maintain Goods Received Note (GRN) records and associated inventory documentation.
- Process BTFNs and other relevant financial documentation in a timely manner.
- Process payments related to Engineering and Maintenance activities, ensuring that all invoices are verified and submitted on time.
- Prepare payment request forms and maintain accurate payment records.
- Monitor and verify payment transactions to prevent duplicate payments.
- Follow up with the Accounts Department to ensure timely settlement of supplier invoices.
- Update payment registers and communicate remittance details to vendors upon receipt of telegraphic transfer (TT) confirmations.
- Maintain petty cash records and facilitate timely reimbursement in accordance with company procedures.
- Maintain accurate filing and record-keeping systems for procurement, payment, inventory, and customs-related documents.

- Ensure all records are properly archived and readily available for audits and inspections.
- Assist in preparing reports and documentation required by management and regulatory authorities.

Logistics, Coordination, and Stores Support

- Assist in coordinating customs clearance activities and follow up with clearing agents, customs authorities, and relevant stakeholders.
- Coordinate with internal departments, vendors, banks, freight forwarders, and other service providers to facilitate smooth operational activities.
- Support stores operations by maintaining inventory-related documentation and records.
- Assist in tracking material receipts, deliveries, and shipment status as required.
- Provide administrative support during stock verification and inventory audits.
- Accurate and timely processing of payments and financial documentation.

- Proper maintenance and control of stores and inventory records.
- Effective coordination of customs clearance and logistics activities.
- Compliance with company procedures, audit requirements, and regulatory standards.
- Efficient support to Engineering Stores operations

The Stores Associate is authorized to coordinate with internal departments, suppliers, customs authorities, banks, freight forwarders, and other relevant stakeholders in the performance of assigned duties, in accordance with company policies and procedures.