



Career Opportunity

Title	HR 37/2024 — Inventory Officer
Department	Finance Department
Reports to	Principal Finance Officer
Location/Campus	Honiara, Kukum Campus

Summary of Duties

The inventory officer's role is to receive and dispatch goods, manage stock levels, and record stock movement. He or She also ensures that optimum levels of inventory are maintained and that it is at par with quality standards. He/she is also responsible for keeping track of the inventory records and making sure that it is accurate.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Bachelor's degree in business related to inventory management, accounting, logistics, etc.

Essential to the position

- Good analytical and organizational skills with experience in project management would prove to be an advantage.
- He/she should have a desire to learn every detail related to the inventory business and should have the passion to reach out for promotional opportunities.
- Ability to demonstrate collaborative work style, strong leadership skills, and the ability to take proper decisions and action whenever any difficult situation arises.
- He/she should have excellent oral and written communication skills.
- He/she should be able to enjoy clerical and administrative work with good planning and numeric skills.
- He/she should have a methodical approach to completing the assigned work and should pay strong attention to detail.

Desirable Attributes

Preference will be given to applicants with:

- Willingness to work after hours, if required
- Experience in collaboration with college and industry colleagues.
- A Certified Public Accountant (CPA) qualifications and work experience. **Please refer to the job description for more information.**

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Human Resource Department email:

sinu.recruitment@sinu.edu.sb

Closing Date: 10th April 2024 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or Daniel.Uiga@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara