



### Job Description

Title	Inventory Officer
Faculty/School	Finance Department
Stream	Support Service
Reports to	Principal Finance Officer
Location/Campus	Kukum Campus, Honiara
<b>Summary of Duties</b>	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.
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• The inventory officer is responsible for preparing the purchase orders, receiving, storing, issuing the goods, managing the stock levels, and giving out the supplies from the stock.</li> <li>• He/she is also involved in preparing the inventories, maintaining the stock records, using computerized systems for entering the records, and is accountable for checking the supply invoices with the purchase orders.</li> <li>• To oversee that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. Similarly, he/she ensures that the stocks stay physically protected in the warehouse</li> <li>• To undertake the function of stock taking and confirm the periodic stock regularly by working closely with the designated staff members</li> <li>• To supervise the offloading process, the subsequent arrangement of products (Papers, Toners, Ration, Fuel &amp;, etc.), and consignment so that they can be accessed and identified easily</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure the correct and timely valuation of the inventory and to be involved in directing and managing procedures related to offloading, packing, and unpacking</li> <li>• He/she is responsible for preparing the reports on adjustments done to inventories that may be damaged, spoilt, etc., and coordinates the purchasing, inventory, and warehousing functions.</li> <li>• He/she finds out sources of supply and is responsible for obtaining quotes from the suppliers as well.</li> <li>• He/she makes sure to get rid of the surplus or obsolete stock.</li> <li>• To maintain record of receipts as well as issuance of items that are going out of the warehouse to ensure accuracy and completeness</li> <li>• To be involved in the reconciliation of physical stock with the stock in the system</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Document the ways the job will be evaluated. How will you know it is effective and the incumbent is doing their job?</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your health and safety and that of your colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To provide a healthy and comfortable working environment</li> </ul>
<b>Minimum Qualifications</b>	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in business related to inventory management, accounting, logistics, etc.</li> </ul>
<b>Essential to the position</b>	<ul style="list-style-type: none"> <li>• Good analytical and organizational skills with experience in project management would prove to be an advantage.</li> <li>• 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.</li> <li>• Ability to demonstrate collaborative work style, strong leadership skills, and the ability to take proper decisions and action whenever any difficult situation arises.</li> <li>• He/she should have excellent oral and written communication skills.</li> <li>• He/she should be able to enjoy clerical and administrative work with good planning and numeric skills.</li> <li>• He/she should have a methodical approach to completing the assigned work and should pay strong attention to detail.</li> </ul>
<b>Desirable Attributes</b>	<p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> <li>• Willingness to work after hours, if required</li> <li>• Experience in collaboration with college and industry colleagues.</li> <li>• A Certified Public Accountant (CPA) qualifications and work experience.</li> </ul>
<b>Term</b>	<ul style="list-style-type: none"> <li>• The position is for five (5) years under an employment contract. The contract is renewable subject to good performance.</li> </ul>