

POSITION: STOREKEEPER-EXPENDABLE

BASIC FUNCTION OF POSITION

Operates the expendable supply warehouses for office and printing supplies, building materials, packing, cleaning supplies, maintenance supplies, auto and generator spare parts. Responsible for the proper organization and appropriate storage of all contents in the warehouse. Ensures available space is optimally utilized in all stockrooms and that items have adequate protection from damage or loss. Supervises two PSA warehousemen. Acts as a backup of Nonexpendable storekeeper.

MAJOR DUTIES AND RESPONSIBILITIES

1. Issues expendable supplies on the basis of an approved requisition documents, check bin cards, annotates requisition to indicate items issued. Arrange delivery of supplies. 30%
2. Responsible for data entry for receipt and issuance of expendable supplies into computer stock control Application. Prepare monthly statistics reports and billings... 35%
3. Monitors stock levels and order status to ensure adequate supply of materials. Initiates request for local and overseas procurement for stock... 20%
4. Back up responsible for receiving and inspection of nonexpendable supplies, preparing Receiving and Inspection Reports for each P.O., identifying missing and damaged items...5%
5. Conducts annual inventory process of expendable property. Inspects condition of materials and recommends periodically disposal of property...10%