



	Job Description	Date	
		Revision	
Job Title: Store Keeper			
Department : Stores		Reports To: Manager-Admin. & Finance	
Job Summary: To properly store all tools and goods. Maintain perpetual inventory records. Maintain up-to-date records via bin cards, etc.			
<p>Primary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. To receive all goods/tools into the Storeroom ensuring that they are as detailed on supporting documentation (delivery notes, receiving reports, purchasing orders, marker quotation list). 2. To properly store/stock tools and goods in an orderly manner. 3. To issue tools and goods only against a properly authorized requisition and adjust stock control card accordingly. 4. To keep all storeroom area under his control in a clean and orderly condition at all times. 5. To ensure the security of tools and goods under his control by controlling keys with access to the area. 6. To review inventories for obsolete/slow moving of passed “shelf life” tools and goods, and advice Admin Manager accordingly. 7. To make self-imposed checks between perpetual records and actual stock and investigate any discrepancies where necessary with report to Warehouse Manager. 8. Be prepared at any time for a management stock take. 9. Establish minimum/maximum stock levels from all tools and goods. 10. Familiar with and follows all company’s policies and procedures. 11. Follow up the supplier for dispatch of material as per the terms set on Purchas Order 			
<p>Secondary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Complies always with all Company safety procedures and regulations. 2. Ensure attends in all Company sponsored craft-enhancing training courses and or seminars as required. 			
<p>Other skills and competencies: With good communication, interpersonal skills and good command in English language.</p>			
<p>Work Experience A minimum of seven (7) years experience as store-keeper in a large construction or engineering business. Middle East experience is an advantage.</p>			
<p>ACADEMIC EDUCATION: Minimum graduate Successfully completed a vocational school training program in storekeeping.</p>	<p>CERTIFICATIONS:</p>	<p>LICENSES:</p>	



TRAININGS: Completed of an apprenticeship or training as a Hydro jetter at recognized craft training institute.	WORK CONDITIONS: Can work with less supervision and under pressure.
	OTHER REQUIREMENTS: AGE: MINIMUM – 28 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.