

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:

Job Title:	Assist Stores Manager
Location:	LBI Stores
Department:	Procurement and Inventory Management
Reports to:	Executive Director of Procurement and Inventory
Supervises:	Inventory Controller
Purpose:	To ensure, with established policies and procedures, that appropriate levels of inventory are available to support administrative/operational activities of the Company

MAIN DUTIES AND RESPONSIBILITIES:

- Assist in the planning, organizing, and coordinating of the operations of the stores facility to ensure efficient, cost effective, and quality services to operating departments.
- Ensure that relevant policies and procedures are observed.
- Assist in the development and provides appropriate systems and procedures for stores management.
- Prepare a list of fast-moving items for the operation department regularly
- Assist in collaboration with departmental heads, Regional managers and establishes a variety, quality, and stock levels of items to maintain. Recommends the disposal of obsolete items yearly.
- Assist with the consolidation of annual requirements for materials and equipment and advises the Stores Manager on appropriate purchasing level.

- Certifies invoices for materials and equipment delivered to facilitate payment to suppliers.
- Monitor the operations of the Central Stores facility and ensure that control records are maintained for proper accounting of stores items.
- Assist with the periodic physical inventory of items in storage and ensure that appropriate measures are maintained for their security and serviceability.
- Collaborates with Information Communication and Technoloty in developing, implementing and maintaining a computerized inventory control system.
- Assists in the planning and preparation of the department's budget and provides other reports as requested.
- Maintains necessary records so as to have available current information on suppliers, including catalogues and other data, required for purchasing activities.
- Assist in the coordination and ensures the execution in the semiannual and annual physical inventory of the stores.
- Manages and evaluates the performance of subordinate staff.
- Liaises with Internal and External Auditors
- Performs other related duties and responsibilities consistent with the purpose and level of the post.

Qualifications and Experience

- Bachelor's degree in Accounting/Business Management/ACCA Level 2
- Working knowledge of a computerized inventory system will be an asset
- Three (3) years post-qualification experience in a stores environment.