

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:

Job Title: Stores Attendant

Location: LBI Stores

Department: Central Stores - Procurement

Reports to: Storekeeper – Receiving/Issuing

Purpose: To provide physical support to Storekeepers

MAIN DUTIES AND RESPONSIBILITIES

- To assist in the manual and mechanical handling of all materials issued and received at Central Stores.
- To assist in counting all materials and spares stored at the Central Stores.
- To ensure that all materials and spares received in the Central Stores, bond and yard are properly stacked and stored.
- To take out items identified for issuing.
- To pre-pack bulk items for issuing.
- To participate in stock taking exercises to assist in verification of the quantities of materials and equipment at the Central Stores.
- To ensure that the Central Stores office, compound and bond are kept in a clean and tidy condition.
- To perform other related duties consistent with the level and purpose of the post.

QUALIFICATION

- A sound Secondary School education (evidence must be submitted).

SKILLS/ABILITIES

- Ability to perform basic mathematical calculations
- Ability to communicate clearly
- Must be able to lift heavy materials
- Ability to work with due regard to safety and health consideration
- Ability to operate a Forklift truck.