



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SUPPLY CHAIN ASSISTANT I (INVENTORY)	<b>2. DIVISION</b>  HEAD OFFICE SANGRE GRANDE HOSPITAL CAMPUS ST. ANDREW/ST. DAVID NARIVA/MAYARO	<b>3. DEPARTMENT</b>  SUPPLY CHAIN MANAGEMENT UNIT
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Supply Chain Assistant I (Inventory) will report to the Senior Supply Chain Officer/Supply Chain Officer/Supply Chain Assistant II.		<b>5. NATURE &amp; SCOPE</b>  The Supply Chain Assistant I (Inventory) is responsible for using the principle and practices of Stores and Inventory Management to ensure that there is a continuous availability of supplies to support the Hospital's function. Work involves performing clerical duties and ensuring that items/supplies used by various departments are readily available and in good condition for use.
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Supply Chain Assistant I (Inventory):		
<ul style="list-style-type: none"> <li>□ Operates a small storeroom in a department and is responsible for purchasing equipment, recording, issuing and general management of the storeroom.</li> <li>□ Ensures that the stock room has inventory to be used in case of emergencies.</li> <li>□ Issues a large supply of items daily to the various departments and take physical inventory of stocks.</li> <li>□ Orders, records and issues stationery and printed forms where applicable.</li> <li>□ Maintains stocks of plant materials and ensure effective distribution to hospital personnel.</li> <li>□ Receives goods from suppliers and provide proper documentation of goods received by entering the items in the Goods Received book as well as stock cards and ensure the amount on the cards and the actual physical stock balances off, and make request for supplies when needed.</li> <li>□ Checks goods received to ensure correct items were requested.</li> <li>□ Performs clerical duties such as obtaining information and writing reports.</li> <li>□ Supplies the accounts department with all the proper documents for payment to suppliers.</li> <li>□ Returns damage or expired goods to suppliers.</li> <li>□ Prepares requisitions and orders, post receipts, issue and balance on record cards and ledgers.</li> <li>□ Ensures that the storeroom and office is clean at all times.</li> <li>□ Receives, checks and issues drugs and medical supplies and keep Kardex records of the supplies.</li> <li>□ Performs related work as may be required by the approved Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>		
<ul style="list-style-type: none"> <li>□ Knowledge of Stores and Inventory Management.</li> <li>□ Knowledge of storeroom policies and procedures.</li> <li>□ Knowledge of various kinds and grades of supplies.</li> <li>□ Knowledge of inventory control systems and procedures.</li> <li>□ Knowledge of Office Procedures.</li> <li>□ Ability to follow oral and written instructions.</li> <li>□ Good physical condition to permit the lifting and moving of heavy objects at specific intervals.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>□ Training as evidenced by completion of CIPS Level 3.</li> <li>□ Computer Literate in Microsoft Office Suite.</li> <li>□ At least one (1) experience in Supply Chain Management (Stores/Inventory Management).</li> <li>□ Computer Literate in Microsoft Office Suite.</li> </ul>		

## 9. SUPERVISORY RESPONSIBILITIES

- Supply Chain Clerk
- Stores Attendant
- On the Job Trainee

## 10. COMMUNICATION AND WORKING RELATIONSHIP

### ***Internal:***

- Manager-Hospital Administration
- Area Administrative Officer
- Senior Supply Chain Officer
- All Members of the Supply Chain Management Unit
- All other Heads of Departments
- Members of staff

### ***External:***

- Suppliers
- Government Institutions e.g. C 40.