

ASCENSION ISLAND GOVERNMENT
JOB DESCRIPTION

JOB TITLE: Assistant Storekeeper
TEAM: Stores, Procurement and Accommodation
RESPONSIBLE TO: Stores, Procurement & Accommodation Team Leader

JOB PURPOSE:

1. To assist the Team Leader with the daily operations in AIG's Stores and working to the Quality Assured procedures within the approved Finance.

MAIN DUTIES:

1. To assist with all functions associated with Stores stock control in accordance with Stores procedures.
2. To control and handle the stock issues to customers in Stores.
3. To make sure that all material requisition chits are authorised, documented and quality controlled.
4. To assist with the processing of stock issues, invoices, cash sales and credit notes on a daily basis.
5. To assist with cash and cash transactions and keeping all necessary records and making payment to Cash Office weekly.
6. To assist with receiving and safekeeping of ordered goods, checking correctness, quality and condition.
7. To assist with discrepancies and amendments to Procurement staff.
8. To assist with goods received notes and passed to the Finance Department within five days of receipt of goods.
9. To assist with carrying out daily physical stock checks.
10. To assist Team Leader with carrying out inventories and ensuring all records are kept up to date.
11. To assist with duties relating to the cleaning services as and when required.
12. To work in accordance with AIG's procedures and policies.
13. To work in a safe manner and to the standard set out in policies on Health & Safety.
14. To assist with stevedore duties when required, which involves working a 12-hour shift and at times, weekends.
15. To undertake any other related duties as requested by the Team Leader and be willing to work reasonable overtime as and when required.

RESPONSIBILITIES:

1. Joint responsibility, with other storekeepers, for the day-to-day security of the Central Store and its contents.
2. Responsible for work equipment (tools of the trade).
3. To comply with AIG's Health & Safety and other policies adopted by AIG.
4. To attend any training course which AIG may specify in the further development of the jobholder's role.

PERSON SPECIFICATION:

Essential

1. To have achieved a good standard of education and have at least 2 years' experience of Storekeeping.
2. Must have excellent customer service skills.
3. To be computer literate with a working knowledge of a wide range of Microsoft applications and the Sage System.
4. Be prepared to learn Health & Safety and other policies adopted by AIG.
5. Must be flexible to meet the needs of the Organisation.
6. Must have a valid driving licence of classes A.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.