



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
JOB DESCRIPTION**

Inventory Clerk

SJD-2023-0116-HRA

TITLE: INVENTORY CLERK	POSITION STATUS: CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
DEPARTMENT: ADMINISTRATION	SECTION: HUMAN RESOURCE AND ADMINISTRATION
REPORTS TO: HUMAN RESOURCES AND ADMINISTRATIVE COORDINATOR	SUPERVISES: N/A
INCUMBENT:	LOCATION: SAPA SAN FERNANDO

PURPOSE

The Inventory Clerk is responsible for assuring all supplies and equipment are inventoried, received, and distributed in accordance with proper and prudent practices. Performs duties related to the ordering, receiving, storing, and the issuing of inventory materials (materials, parts, and supplies). Performs duties related to the ordering, receiving, storing, and the issuing of inventory materials for the organization.

Operational/Technical/Professional:

- Receives all incoming supplies, inspecting for order completeness and damages, and matches to packing slips.
- Performs data entry tasks, prepares inventory records, and reports, and resolves conflicting documentation information.
- Performs inventory cycle counts, makes accurate adjustments, and reconciles any discrepancies.
- Prepares and completes inventory to meet month-end reporting requirements.
- Prepares relevant requisitions to order stock items for relevant departments, sections, and units across the organization.
- Receives and delivers and/or shelves all incoming deliveries, ensuring accuracy of deliveries, noting damages or shortages.
- Adheres to the appropriate and necessary fiduciary, ethical, and professional tone of the corporate purchasing function, both intra and interdepartmental
- Notifies purchasing of obsolete items, missing or quantities nearing stock-out.
- Maintains the Materials Issued Log, and ensures the right components are distributed to relevant departments/sections/units.
- Performs data entry tasks, prepares inventory records, and reports, and resolves conflicting documentation information.
- Receives all incoming orders, inspecting for correctness and completeness, and damages; and matches to packing slips.
- Performs inventory cycle counts, makes accurate adjustments, and reconciles any discrepancies.
- Packs and shelves stock and non-stock supplies and equipment in a neat, orderly manner.
- Prepares outgoing supplies for dispatch including returns with proper packaging and relevant documents.
- Arranges for storeroom cleaning and always keeps the storeroom and staging areas clean and orderly.
- Notifies procurement of obsolete items, missing or quantities nearing stock-out.



The Southern Academy for the Performing Arts

SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA) JOB DESCRIPTION

- Maintains accurate inventory stock location files to ensure that standard requirements are met to facilitate audit programs.
- Executes any other related duties as assigned.

KEY RELATIONSHIPS

Internal: All Staff.

External: Visitors, Vendors, Customers.

PERSON SPECIFICATION

Education:

- Five (5) CXC/GCE O' Level subjects, Two (2) of which must be English Language and Mathematics
- CIPS level II would be a definite asset.

Experience

- A minimum of (2) two years' experience in a similar role.

JOB COMPETENCIES:

Knowledge/Skills

Knowledge of: Inventory process, practices and procedures, procurement and purchasing rules and regulations, stock taking, record keeping, data entry, inventory reporting.

- Customer Service
- Planning and Organizing
- Teamwork
- Time Management
- Communication (oral & written)
- Technical and Professional Skills

KEY ATTRIBUTES:

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Ability to use applicable information technology and systems to meet work needs.
- Strong organizational skills, ability to prioritize and multi-task.
- Exceptional customer-service skills and effective communication both verbal and written.
- Ability to work effectively and harmoniously with others.
- Flexibility to work in different environments.

WORK ENVIRONMENT

- This job operates in a professional office environment. This role routinely uses standard office equipment.
- This job operates across the organization and includes making deliveries to offices.