



Serving Guyana's Data needs

Job Title	Stores Clerk
Department	Human Resources and Administration
Reports To	Administrative Officer
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	The Stores Clerk is responsible for inventory management and will ensure appropriate goods are stocked at all times and that inventory is accounted for.
Job Responsibilities	<ul style="list-style-type: none"> • Record purchases and ensure that items received are in accordance with stock requisition documents. • Perform physical count of inventory, re-stock items, label shelves and boxes of different inventory • Perform quality checks on stored inventory, pull expired or out-of-date items from the shelves, report discrepancies and record same • Maintain all requisition log books and supply departmental stocks promptly • Maintain inventory records using computerized database • Perform other duties as assigned.
Job Specifications	<p>The incumbent should possess the following:</p> <ul style="list-style-type: none"> • Five (5) subjects CSEC, inclusive of Mathematics and English (Grade I to III) • Proficiency in Microsoft Office. • Demonstrate strong interpersonal, organizational, communication and customer service skills. • Previous experience in similar field would be an asset. • Ability to demonstrate integrity, professionalism and a high degree of ethics in all job-related actions. • Ability to acquire knowledge of basic stock-keeping procedures. • Physically capable of performing duties assigned.