



JOB TITLE : Stores Officer
JOB GRADE : KRL04
DEPARTMENT: Operations

JOB PURPOSE

The Stores Officer Shall undertake all activities in the organization relating to Materials and Inventory Management, Stock Management, Disposal Management, Fuel Management and Reporting in line with Company policy.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

1. Plan and Manage stores operations to meet prescribed productivity and service targets.
2. Prepare the function's budget and operate within the approved budget.
3. Develop, implement and maintain effective materials management policies, practices, and procedures.
4. Monitor stock levels and advises accordingly to avoid stockouts and overstocking.
5. Ensure timely distribution of consumables to needy Departments or Units to ensure uninterrupted operation and ensure economic use of storage space.
6. Prepare stock-taking reports Monthly quarterly and annually.
7. Manage asset coding to ensure safeguarding and identification of assets.
8. Raise purchase requisition for stock replenishment in line with purchasing procedures.
9. Prepare fuel reports every month.
10. Ensure incoming product is receipted and managed appropriately according to company procedure.

REPORTING RELATIONSHIPS

- a) **Reports to:**
Maintenance Foreman
- b) **Other Jobs Reporting to (a) above**
Electrician

Store man
Servicemen

c) Number and level of immediate subordinates:

Mechanical Assistants

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualifications :

- Grade 12 Certificate
- Diploma in Purchasing and Supply/Chartered Institute of Purchasing and Supplies (CIPS) level 5 Diploma or equivalent.
- Valid Membership of the Zambia Institute of Purchasing and Supply (ZIPS)
- Two (2) years' experience in Stores management.
- Valid Silicosis Certification
- Computer literacy

c) Minimum Relevant Pre-Job Experience:

- Must have at least 2 years of experience as a Stores Officer, preferably in the Mining Industry.

c) Skill Specifications:

- Good interpersonal skills
- Good communication skills
- Analytical and Organizational skills
- Good report writing and oral presentation skills.

d) Other Attributes (Personality Traits)

- Attention to details,
- Honest and reliable with high moral strength
- Innovative and proactive
- A high degree of integrity
- Tact and diplomacy
- Ability to work with minimum supervision.
- Self-starter