**CECOS - JOB DESCRIPTION**

|  |  |
| --- | --- |
| Position Title | Store Incharge |
| Department | Administration |
| Reporting To | Registrar |

|  |
| --- |
| **POSITION DESCRIPTION & PURPOSE STATEMENT** |
| The candidate in this position will monitor and report university’s inventory levels. S/he will be responsible for developing inventory tracking systems, reviewing levels of supplies, ordering new materials, and performing a daily analysis.  The chosen candidate will demonstrate excellent organizational and problem-solving skills, as well as the ability to interpret and analyze large amounts of data. |

|  |  |
| --- | --- |
| **Required Qualification, Experience and Skills** | |
| **Qualifications and Skills Required** | Bachelor’s degree in business administration, logistics or relevant field; |
| **Minimum Field of**  **Expertise** | A minimum of 5 years’ experience in a similar role. Excellent knowledge of data analysis and forecasting methods. Working knowledge of inventory management software (e.g., ERP) |

|  |  |  |
| --- | --- | --- |
| **REQUIRED JOB COMPETENCIES (Technical, Soft Skills & attitude)** | | |
| *S#* | *Competency* | *Criticality (High / Low / Medium)* |
| **1.** | Record-keeping | High |
| **2.** | Analytical mind (with strong math skills) | High |
| **3.** | Organizational and planning skills | High |
| **4.** | Problem solving skills | High |
| **5.** | Ability to interpret and analyze large amounts of data, accurately track inventory and create reports | Medium |
| **6.** | Communication skills | Medium |
| **7.** | * Tech savviness | Medium |

|  |
| --- |
| **DUTIES AND RESPONSIBILITIES** |
| * Devise ways to optimize inventory control procedures * Inspect the levels of supplies and material to identify shortages * Ensure stock is adequate for all distribution channels and can cover direct demand from departments * Record daily distributions to reconcile inventory * Use software to monitor demand and document characteristics of inventory * Place orders to replenish stock avoiding insufficiencies or excessive surplus * Analyze data to anticipate future needs * Evaluate suppliers to achieve cost-effective deals and maintain trust relationships * Report to upper management on stock levels, issues etc. * Develop SOPs and processes |
| **Any other** |