**CECOS - JOB DESCRIPTION**

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

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| **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. |

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| **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) |

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| **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 |

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| **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
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| **Any other** |