



Job Description

TITLE: Stores Clerk
I REPORT TO: Procurement Coordinator
REPORTING TO ME: None
CATEGORY: Administration
Last Updated: May 2020

Job Summary:

Run an effective and efficient stock management system and an accurate bin card system. Maintain smooth operation and processing of all requisitions submitted by various departments and ensure all departments receive their supplies on time. Maintain up to date, well maintained stock in the stores and the the store's budget.

Stores Management

- Responsible for ensuring each stock item does not go beyond the re-order levels
- Understand each departments' stock needs and raise requisitions to stock them in advance
- Follow the normal policies and procedures for purchasing and receiving the stores' items
- Receiving of the supplies and delivering them to the necessary departments as and when they come to request
- Maintain an inventory of quantities and cost in the stores room and, prepare a reorder for needed items as necessary
- Keep a complete record of items requested and issued, and to which department and accurate stock levels at any point in time
- Ensure that all departments receive their supplies on time in line with the internal requisition policy
- Ensure that all supply deliveries are signed for by staff who have requested them
- Ensure that a stock take is done monthly together with the Finance Department
- Maintain an effective stock bin card system
- Maintain the stores budget

Internal Supplies and Stores

- Ensure adequate controls are in place
- Monitor the use of church supplies and provide the relevant information to the Finance Department by the 25th of every month to enable them to prepare departmental management accounts

- Attend to and co-ordinate requisition requests for various services from various departments and ensure these services are attended on time
- Keep a record of all requisitions submitted
- Keep a record of all completed requisitions
- Record on the bin cards as and when the stock comes in and the stock goes out

Other

- Be loyal to the Seniors Pastors and the Ministry's vision, mission, and values
- Provide care, love and encouragement to all staff and lay leaders with whom you have contact or dealings
- Perform all other duties assigned by the Senior Pastors and Finance Director
- Adhere to the MLFC Staff Statement of Ethics

Qualifications

- Minimum diploma in a related field
- Diploma in Administration is added advantage
- Minimum 3 years' experience in Stores Management and Procurement and assisting in administrative duties
- Accuracy of work and reliability/trustworthiness
- Proven analytical and financial skills
- Very good knowledge of all the products within the Microsoft Office Professional Package
- Proven skills of working in a multicultural setup
- Sharp memory and attention to detail
- Proven and respectful communication skills

Personal Attributes

- Ministry minded
- Competent Leader
- Godly Character
- Creative
- Good listener
- Visionary
- Self-starter
- Self-motivated
- Honest
- Attention to detail