

Job Card

- Job title: Warehouse Employee

Person In-Charge

- Administration Manager.

Job Summary

- Arrange the warehouse and exchange stationery objects found on the model of exchange objects.

Job Description

- Inform the Administration Manager of all items that boat balance on the completion from the warehouse for insuring them from the University warehouse in a suitable time.
- Receive all objects and stationery and keep them in the faculty warehouse.
- Arrange the warehouse for quick access to the contents in the case of a request.
- Make sure of filling the stationery exchange form.
- Exchange of objects, furniture, office equipment and stationery for the scientific departments and administrative units in the faculty after the adoption of the exchange permission from the administration Manager.
- Establish a mechanism to inventory the warehouse periodically.
- Make the input and output procedures for all incoming and outgoing objects from the faculty warehouse.
- Keep all necessary records that show stocks and movement of objects in order to control and maintain a minimum level of each.
- Submit a monthly report to the Administration Manager about the movement of the incoming and outgoing objects and the balance depot.
- Participate in inventory committees.
- Perform any other work, related to his job, assigned to him by the Administration Manager.

Qualifications and Experiences

- General Certificate of Secondary School at least.
- One year experience in the area of warehouses.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others.
- Proficient in using computers.