Position: Resource Person/Store Manager (General Administration)

Division/Workplace: STC Warehouses

The Resource Person/Store Manager (General Administration) shall, *inter alia*, be responsible for:

Duties and Responsibilities

The Resource Person/Store Manager (General Administration) shall, *inter alia*, be responsible for:

1. Managing and coordinating the day-to-day operations of STC Warehouses to ensure efficient receipt, storage, handling and issue of goods.
2. Supervising and monitoring the receipt of goods and verifying deliveries against relevant purchase orders, delivery notes and other supporting documents.
3. Ensuring the proper storage, identification, preservation and arrangement of goods for efficient stock control and retrieval.
4. Maintaining accurate and up-to-date stock registers, inventory records and other relevant documentation relating to stock movements.
5. Monitoring stock levels, conducting periodic stocktakes and reconciling physical stock with recorded balances, and reporting discrepancies to Management.
6. Ensuring that goods are issued and dispatched against duly authorised documents and that all stock transactions are properly recorded.
7. Monitoring stock shortages, excess stocks, damaged, obsolete and expired goods, where applicable, and initiating appropriate follow-up action.
8. Ensuring the proper utilisation of warehouse space, equipment and resources, and maintaining cleanliness, security and safety within the Warehouses.
9. Coordinating with the Procurement, Finance, Transport, Human Resources and other relevant Sections on matters relating to stock management and warehouse operations.
10. Supervising and coordinating the duties of Warehouse staff, monitoring attendance and ensuring the effective deployment of personnel, as authorised.
11. Preparing periodic reports on stock balances, stock movements, inventory discrepancies and warehouse operations for submission to Management.
12. Ensuring the proper maintenance of warehouse records and facilitating stock verifications, audits and inspections.
13. Providing general administrative support, including the preparation of correspondence, reports, returns and other documents relating to warehouse operations.
14. Ensuring compliance with STC's established procedures, policies and instructions relating to warehouse and stores management.
15. Performing any other duties of a related nature as may be assigned by the General Manager.