

# Staff for Office of Administration in Inventory

## PURPOSE:

The Inventory Officer is responsible for the effective keeping of inventory in the University and activities involved with maintenance, operations or management. He or She is responsible to the Administrator for the effective and efficient movement of physical inventory and materials. The inventory could be raw material inventory, supplies, or inventory available for sale.

## RESPONSIBILITIES

The Staff for the Office of Administration in Inventory assumes the overall responsibilities as follows:

- Update of all incoming inventory in to record;
- Communicate with all department directors to come up with a monthly plan of using inventory and requests for purchasing;
- Monitor inventory on a daily basis and on demand to maximize efficiency and minimize lost time;
- Prevent theft and loss of tools and other small parts; report to the Administrator about losses, shortages, overages and all inventories for replenishment;
- Classify, label, and warehouse all inventories for future use;
- Keep accurate records of inventory levels and location for easy retrieval. It is critical to keep the department organized and efficient;
- Maintain all record of all transfers and disposals;
- Implement and follow the University system to reduce damages, breakages and inventory obsolescence;
- Complete all physical inventory counts on monthly basis;
- Other duties as may be required by the Administrator from time to time.

## QUALIFICATIONS, KNOWLEDGE AND SKILLS

- The incumbent requires a BA degree in management, administration, or related field, with two-years working experience;
- Knowledge of stock keeping;
- Ability to maintain a high level of inventory;
- Team building skills;
- Able to carry out independent work;
- Effective organizational skills;
- Time management skills;
- Good communication skills;
- Proficiency in English and Khmer.

## PERSONAL ATTRIBUTES

- Highly Responsible and confidential;
- Be honest and trustworthy;
- Be respectful;
- Be flexible, highly motivate and creative;
- Demonstrate sound work ethic.