



Job Description

POSITION TITLE: Store Keeper HQ DEPARTMENT or COUNTRY PROGRAM: Pakistan RESPONSIBLE TO: Program Manager STATUS (Full time, Part time, Temporary): SUPERVISORY CAPACITY:	DATE: January 11, 2011 GRADE: EEO Code: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to Afghan refugees in Balochistan and District Bagh in Azad Jammu and Kashmir, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, shelter and food aid. Today, ARC is helping disaster survivors in the north and south to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

PRIMARY PURPOSE OF THE POSITION

To maintain the record of all supplies, and facilitate incoming and outgoing supplies. To update and maintain inventory of these items, helping loading off loading of items from store, placing things with proper tagging and keeping record.

MAJOR AREAS OF ACCOUNTABILITY	% OF TIME
PRIMARY DUTIES/RESPONSIBILITIES	
<ul style="list-style-type: none"> • Plans and performs work that involves ordering, receiving, inspecting, returning, unloading, shelving, packing, labeling, pricing, delivering, and maintaining a perpetual inventory of forms, office supplies, and various types of equipment. • Rotates stock and arranges for disposal of surpluses. • Keeps records to maintain inventory control, cost containment and to assure proper stock levels. • Coordinates freight handling, equipment moving and minor repairs. • Oversees mail handling and courier service. • Operates simple office machines (which may in some cases include computer assisted inventory, automotive equipment, and may operate a forklift or other light equipment used in moving heavy items). • May participate in the selection, training and supervision of subordinates, when applicable. • Performs related and peripheral site-specific duties as required. 	

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- Two years of experience in storekeeping, inventory control, and recordkeeping; or,
- One year of experience performing duties equivalent to the class of Utility Worker,
- A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.
- Additional Qualifications: Must be physically able to lift heavy items above and below shoulder height, and perform continuous standing, walking, reaching, and bending.
- Knowledge of: storekeeping and inventory control procedures; recordkeeping and other clerical procedures; care and maintenance of equipment and supplies; safety and security practices; basic mechanical concepts.
- Ability to: read, interpret, and carry out written and oral instructions; write legibly; prepare and maintain routine records; estimate department needs; determine the quality and quantity of materials received in relation to prescribed specifications; performs accurate arithmetical calculations; work under pressure; maintain good working relationships with supervisors, peers, and the public; organize and prioritize work; interpret information contained in parts and service manuals; understand and utilize technical repair terminology and concepts; learn to use an adding machine, computer terminal (when applicable), and light machinery that may include a forklift.

KEY BEHAVIORS & ABILITIES

- Ability to work under pressure
- Punctual
- Flexible in long working hours