

INVENTORY AND ASSET ASSISTANT

POSITION SUMMARY: Inventory and Asset Assistant with safety, efficiency and customer service a priority, is accountable for the overall warehouse operation, which receives and stores, moves and ships supplies, stock and materials & Assets to and/or from the warehouse and ICAP offices. Manages the overall operation and ensures the safe and effective storage and distribution of supplies/goods on time and without damage. Develops and implements both short- and long-term warehouse planning.

MAJOR ACCOUNTABILITIES

- Prepare monthly Warehouse reports for supplies shipped and received at the warehouse, ensuring that all damages or problems are recorded and accounted for.
- Coordinates stock movements reports from all ICAP regional stores, (IN/OUT status report, dead stock report, re allocation stock report etc.)
- Develop, implement and enforce material-handling policies/procedures, and regulatory-compliance procedures including for medical in line with legislation requirement in Tanzania.
- Determine compliance with laws, regulations, and/or standards and complete appropriate documentation as required.
- Maintain accurate and up-to-date inventory records and ensure that inventory reports are prepared and distributed to the Program leads as required. Logistics & Procurement Sub Unit Manager of any capacity or inventory problems.
- Ensure stock is maintained and rotated properly and regularly.
- Prepare warehouse activity reports, including KPIs, daily/weekly operations reports, health and safety, human resources.
- Ensure all material-handling equipment, structures or materials are maintained, including regular safety inspections.
- Review the warehouse operation throughout the work process and at completion, including the daily “circle check” to ensure that all products are stored safely.
- Maintain proper security and good housekeeping of both premises and stock.
- Oversee security and general upkeep of warehouse, including regular maintenance of equipment
- Offer alternative solutions to system and procedural issues that may disaffect productivity and/or customer service or compromise health and safety
- Be accountable to the customer for both quality and quantity of output and resolve any problems, ensuring that potential Sub Grant Officer complaints are escalated
- Continuously monitor effectiveness of the warehouse-operations strategies aimed at reducing operating costs, including wages, and improvement of quality-control procedures



- Act as the 'voice' of the warehouse operations at management meetings.
- Develop constructive and cooperative working relationships with those on your team, as well as cross-functionally.
- Maintain ICAP Property log in term of Assets and inventory and quarterly provision of Property Log reports.
- Develop Asset and inventories disposition plans for implementation.
- Develop Assets Replacement Plan

Required Qualifications, Knowledge and Skills:

- Bachelor degree in Business Administration Accounting/ Logistics and procurement background.
- Two (2) years' of relevant similar work experience in public/private sector working in Assets and inventory management
- Must be familiar with PEPFAR/USAID and other donors' rules & regulations.
- Good writing and analytical skills.