

## POSITION JOB PROFILE

<b>INCUMBENT:</b>	<b>DESIGNATION:</b>
<b>POSITION/JOB TITLE: MIS Clerk (Warehouse)</b>	<b>LOCATION: Buchanan</b>
<b>FUNCTIONAL AREA:</b>	<b>SEGMENT: Mining</b>
<b>DISCIPLINE:</b>	
<b>REPORTING TO: Warehouse Supervisor</b>	<b>BUSINESS UNIT: AM Liberia</b>
<b>No OF PEOPLE MANAGED:</b>	<b>OPERATING UNIT: Operations</b>
<b>DATE &amp; AUTHOR:</b>	<b>TURNOVER:</b>

### PRIMARY FUNCTION OF JOB (*Mission*)

### MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

#### *Responsible to ..*

- Assist in day to day operations and maintaining office documents of the warehouse.
- Transfer data from data format into computer files and maintain proper documentation in the system.
- Assist in printing the purchase orders, invoice and delivery note for checking materials upon receipt.
- Assist in receiving materials and checking for correctness as per specifications in the Purchase orders.
- Organize finance documents and assist in submitting the data to finance for processing payment.
- Print GR and other support documents and file them properly for audit purposes.
- Assist in updating bin locations in the respective locations and for Updation of bins in the system.
- Ensure that daily issues postings are updated in SAP, the same day.
- Assist Warehouse superintendent in completing GRN for the receipt of goods.
- Update and Maintain a proper and quickly retrievable central database.
- Ensure to maintain and update proper record of materials discrepancy if any and escalate to the concerned departments and initiate corrective actions.
- Perform any other duties as assigned by Warehouse supervisor/Superintendent.

**Safety**

- Adhere to all Health and Safety Policies and Procedures
- Actively contribute to site safety policy and new initiatives and respect the implementation of change as directed by the CEO.
- Attend monthly safety meetings with department personnel and ensure the agreed action plans are achieved.
- Participate in a pro-active safety culture by the identification, development, and review of safe practices and procedures and by ensuring the awareness of all departmental personnel.
- Actively promote the compliance of personnel with safe work practices.
- Ensure all incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed.
- Ensure all health and hygiene risks in the work areas are identified and reported.

**Environment**

- Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.
- Seek advice and assistance from the Environment team in the development and implementation of improvement programmes to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill cleanup.

**Employee Development**

- Participate in personal Training and Development to improve skills.

**Education Requirements for this position (Formal qualifications)**

**Essential**

- High School Diploma
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**Key experiences needed prior to taking this position**

- Minimum two years of work experience as an SAP/Documentation Clerk.
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**Desirable**

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**Specific skills required for this position**

**Essential**

- Good Typing skills
- Working knowledge in SAP (MM) Module.
- Working knowledge of Microsoft Word/Power point and Excel skills.
- Good command over English both oral and written.

- Attention to detail and problem solving skills.

#### Personal Attributes needed to fulfill requirements of position

##### Essential

- Be physically fit and be able to pass a pre-employment medical examination.

##### Desirable

##### To apply:

Please submit your letter of application along with your Curriculum Vitae (to include 3 references) as well as copies of your academic credentials to [Liberia.jobs@arcelormittal.com](mailto:Liberia.jobs@arcelormittal.com).

*Deadline for receipt of applications is Friday, April 30, 2018 at 5:00 p.m.*

##### Please note the following:

- Only short-listed candidates will be contacted
- FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY.