

POSITION JOB PROFILE

INCUMBENT: 2	DESIGNATION:
POSITION/JOB TITLE: Controller Stores	LOCATION: Buchanan
FUNCTIONAL AREA: Warehouse	SEGMENT: Mining
DISCIPLINE:	
REPORTING TO: Warehouse Supervisor	BUSINESS UNIT: AM Liberia
No OF PEOPLE MANAGED:	OPERATING UNIT: Operations
DATE & AUTHOR:	TURNOVER:

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 for ..

- Loading and offloading of materials for dispatch/receipt between warehouses.
- Receive, check and process incoming materials for correctness as per delivery note and purchase order. Immediately notify Warehouse Superintendent/Supervisor regarding discrepancies in materials receipt if any. Segregate discrepant materials, so as to be returned to the supplier for replacement.
- Facilitate Warehouse Superintendent in completing the GRN for goods received.
- Collect copy of GRN from the SAP Clerk/Supervisor and arrange to bin the materials as appropriate.
- Allocate bin location for new materials and inform Warehouse Superintendent for updation in SAP.
- Collect daily reservation slips from SAP clerk, check and prepare materials for issue to end users.
- Keep a record of daily reservation slips and hand over the same to SAP Clerk for posting entries in SAP.
- Depleting stock/Nil stock needs to be informed to Warehouse Superintendent for taking replenishment action.
- Assist Warehouse Supervisor/superintendent in performing monthly/Quarterly/Half yearly and annual stock count of materials.
- Maintain proper inventory and update Warehouse Superintendent if any variation is observed.
- Sweep, Dust and Mop - shelves, bins, pallets area, materials receiving/Issue counters and office premises so as to maintain excellent housekeeping.
- Perform any other duty/function as assigned by the Warehouse Superintendent/Supervisor.

- maintaining 100% accuracy of warehouse Inventory.
- safe maintenance and custody of materials stored in the warehouse

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

- 2 years work experience as a warehouse store keeper/Controller stores.

Desirable

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Specific skills required for this position

Essential

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Personal Attributes needed to fulfill requirements of position

Essential

- Be physically fit and be able to pass a pre-employment medical examination.
- Should be fit to carryout physical activities like lifting of weight up to 50 Lbs.
- Dependable and reliable
- Good communication and Time Management skills with Team spirit needed.

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.

Deadline for receipt of applications is Friday, August 10, 2018 at 5:00 p.m.

Please note the following:

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