Job Description:

Position Title: Inventory Assistant (Assets and Inventory Management)
Reports to: Store Manager

Summary:
Under the overall direct supervision of Store manager the incumbent will ensure the integrity of assets management and property control systems and mechanisms in place as per the policy and procedures, property and inventory management; receiving, issuing, returning, disposal and inspections of AUAF property Fixed and Non Fixed assets and performs relevant duties assigned from time to time by supervisor.

Main Duties and Responsibilities:

**Inventory record**

- Data entry register, record and maintains inventory accountability and control all AUAF fixed and non fixed-assets
- Tagging and making GRN for new purchased fixed and non fixed assets with coordination of warehouse staff
- Maintain inventory records deliveries, receiving, issuing, returning and keep up to date record of all AUAF assets
- Monitors the property control system which includes moving, returning, issuing using standard forms as per the policy and procedures
- Keeps up to date records of all lost, stolen and damaged items and report them on monthly basis to store manager
- Assist to prepare and maintain record of disposal assets for review and final decision
- Count and verify inventory list of each department on regular basis to make sure that inventory list and physical count result are accurate
- Assist store manager on his daily activities and operation
- Performs general office duties including inventory filling, hard and soft copy

**Assets Management and control**

- Assist and coordinates activities and property movement and management of fixed assets for disposal, surplus, storage or salvage,
- Check and process requests from AUAF staff and handle them for assets available in store
- With guidance of the Store Manager, plane, organize and implement physical count of Fixed and Non Fixed assets of all AUAF property including provincial offices on regular basis.
- Find discrepancies during physical count and conduct inspection
- Print and prepare bar-code and tag number for new purchased assets and damaged bar-code as necessary.
• Arrange and organize assets in main store and other site stores with coordination of warehouse supervisor
• Ensure that returning assets have all the necessary documents, return form plus Loss and damage form with approval
• Report any discrepancy and illegal issues to store manager
• Regularly physical count, spot check and update store assets inventory list of warehouse
• Provides assistance for disposal of fixed assets and non fixed assets and adjust them in system
• Assist Store Manager in coordination of auction activities including releasing items for auction, providing descriptions, photographing items, reconciliation and preparation of monthly auction disposal report.
• Troubleshoots any assigned problems with purchase orders, deliveries, or pickups that require special attention.
• Provides backup assistance to the warehouse as required including receiving Assets, pulling General Stores items, delivering assets to campuses, pulling auctions, and store operation whenever required.

Inventory Reporting

• Provides necessary inventory reports for Store Manager, and audit whenever required.
• Weekly and monthly update report of inventory to Store manager
• Monthly damaged and lost assets report
• Provide list of disposal assets ready for auction
• Assist in providing report on final physical count and report any discrepancies on time.
• Provide information to store manager for Investigation and act on matters related to compliance, including the review of documents and other information that is relevant to compliance activities.
• To facilitate on maintenance schedules, for regular inspection and repairs of store equipments or returns.
• To perform any other duties as assigned by Store manager

Job Specific requirements and qualification

➢ At least 3-5 years assets management/Inventory control work experience
➢ High school graduate or bachelor degree is advantage
➢ Effectively using interpersonal and communications skills
➢ Good communication and organizational skills, ability to work under pressure in a team-oriented environment and work with all levels
➢ Effectively using organizational and planning skills with attention to detail and follow through
➢ Providing administrative assistance in relation to warehouse and inventory control activities
➢ Maintaining confidentiality of work related information and materials
Establishing and maintaining effective working relationships

Computer Skills Required

Physical Requirements Required

Occasional lifting of objects up to 10 pounds

Demonstrated proficiency using standard office software applications

Work safely and follow safety rules

Submission Guideline:

Any interested applicants must apply by sending the following information. Any applications that do not contain all 3 items listed will not be considered for the position:

1) A Cover Letter Explaining Your Interest in the Position and Summarizing Your Qualifications
2) A Resume Listing All Previous Work Experience and Educational Achievements
3) A List of 3 Professional References (this list must contain the names, job titles, phone numbers and email addresses).

All items listed above must be in English and in one document. Applications will be screened as soon as they are received. Only qualified applicants will be contacted to set up formal interviews. Please write “Inventory Assistant” in the subject line of your email.

Application Deadline:

The complete application packet must be submitted in MS Word or PDF format to: nationaljobs@auaf.edu.af. All applications must be submitted on or before April 30, 2016. After reviews of the applicants, formal interviews for the finalists will be set up in Kabul on the AUAF campus.