



JOB DESCRIPTION AND SPECIFICATION RECORDS/INVENTORY OFFICER

JOB TITLE: Records/Inventory Officer

JOB GRADE: PIDG/RIM 2

LOCATION: The Governor-General's Personal Staff

DIVISION: Corporate Services

UNIT: Museum & Records

REPORTS TO: Records/Special Library Manager

RELATES TO: Property Administrator, Handyman

MANAGES: Not applicable

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Deputy Governor-General's
Secretary - Corporate

Date

Director - Human Resource &
Administration Division

Date Created/Revised

JOB PURPOSE

To maintain the fixed asset inventory system as well as the inventory system for receiving, storing and dispensing stationery, office supplies, equipment and other supplies. The Officer fulfills requests for materials and supplies, keep track of, and reports on the minimum levels of each item. The Officer also ensures that the correct procedures are followed in delivering materials and supplies, while ensuring high levels of responsibility and productivity as well as customer service.

The incumbent is also responsible for providing records support in relation to the maintenance and retrieval of files within an appropriate timeframe.

The Records/Inventory Officer achieves the above by adhering to '*A culture of excellence through people performance and partnerships*'.

KEY OUTPUTS

1. Files are easily retrieved and available on demand.
2. The Fixed Assets Register kept current.
3. Furniture and equipment coded and marked.
4. Manual and electronic Master Inventory of furniture, machines, and equipment kept current.
5. Location Records current.
6. Reports submitted as required.

KEY AREAS OF RESPONSIBILITY

Management/Administrative Responsibilities

Not applicable

Technical/Professional Responsibilities - Records

1. Encloses correspondence on files and prepares *Minute Sheets*.
2. Opens new files as requested and labels file jackets appropriately.
3. Records requests for *Bring Up's* (BUs) files in the appropriate register. Logs files taken out and sends them to the relevant officers.
4. Locates files for officers as requested. Records the titles and names of officers who have files in the appropriate manual or automated register.
5. Maintains files by periodically inspecting them to ensure they are up-to-date and correctly classified according to established procedures. Ensures that records bear the same file numbers as the relevant file jackets; all records are in chronological or alphabetical, or alphanumeric order; only one copy of each record is on the file, all records and files are in satisfactory physical condition and accounted for.
6. Removes inactive files and takes them to the relevant filing areas for disposition.
7. Assists with the on-going inventory and audit of files in accordance with established procedures.
8. Photocopies, collates, binds, and staples documents as requested.
9. Maintains manual records and/or electronic databases appropriate to the various records, reports, and documents.

Technical/Professional Responsibilities - Inventory

1. Maintains a current manual and electronic inventory system.
2. Conducts periodic verification to ensure that the documented amounts match the actual items in stock. Identifies discrepancies and makes the necessary adjustments.
3. Participates in annual stocktaking exercises.
4. Receives supplies and arranges the stock to facilitate easy access and retrieval.
5. Monitors usage of items stocked and reports any identified changes in patterns of use.

6. Prepares and submits to the Procurement Officer, monthly lists for the replenishment of supplies for the King's House Stores.
7. Updates the Fixed Asset Inventory system while ensuring that all items of fixed assets, including furniture and equipment, are accounted for.
8. Ensures that all items of furniture and equipment at all locations on the property are appropriately recorded, coded, and marked.
9. Takes custody of assets which have been identified for disposal. Prepares the relevant documentation for submission to the Board of Survey.
10. Updates service and maintenance records for office machines, office equipment, and motor vehicles.
11. Performs any other job-related functions that may be assigned from time to time.

Departmental Human Resource Responsibilities

Not applicable.

Other Responsibilities

1. Relieves the Receptionist/Telephone Operator as requested.

PERFORMANCE STANDARDS

1. The fixed asset inventory is kept current; information is easily accessible and maintained according to King's House, and GOJ policies and procedures.
2. Physical fixed assets such as furniture, motor vehicles and equipment are accurately identified, and appropriately marked.
3. Confidentiality and integrity are exercised at all times.
4. All policies, procedures and regulations of King's House and the GOJ are adhered to in a consistent manner.
5. Delivery of all services is achieved according to agreed deadlines, targets, accuracy and timeliness with a high value placed on excellent customer service.
6. Reports are submitted according to agreed schedules and format.

REQUIRED COMPETENCIES

1. Knowledge of the GOJ and inventory guidelines.
2. Computer literacy and knowledge of automated inventory systems.
3. Inventory management experience within the public or private sector.
4. Good interpersonal, oral, and written communication skills.
5. Is dependable, flexible and motivated.
6. Good organizational and time management, skills.
7. Ability to pay attention to detail.
8. Ability to follow work rules and procedures.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Five (5) CXC and or GCE Ordinary Level subjects including English Language and Mathematics or a numeric subject. AND
- Certificate in *Records Management* OR *Supplies Management*.
- Two years of working experience in a similar capacity.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This is a typical office environment, with no adverse working conditions; however, there can be some pressure on a periodic basis.
- The work may involve exposure to dust and may require the ability to bend, stoop, and lift boxes up to 25 pounds.

AUTHORITY TO:

- Maintain contact with internal and external customers.

LIAISE WITHIN KING'S HOUSE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Governor-General's Secretary Deputy Governor-General's Secretary (Corporate)	Receive instructions on specific assignments and suggestions.
Director, Human Resource & Administration	File and Retrieve archived personal files and other HR subject files.
Records/Special Library Manager	Receive instructions, guidance and assignments re Records Management and Inventory Control. Submit reports
Deputy Secretary & Registrar to the Privy Council	<ul style="list-style-type: none"> - File documents - Retrieve files - Photocopy documents for meetings of the Privy Council and the Custodes.
Executive Assistant to the Governor-General's Secretary	<ul style="list-style-type: none"> - Photocopy documents - Affix seals to documents - Retrieve administrative files
Procurement Officer	Reorder lists, procurement of supplies.
Property Administrator	<p>Location of equipment and machinery.</p> <p>Assistance with disposal of items which have been 'boarded.'</p> <p>Storage of furniture, equipment, machinery and vehicles to be disposed.</p>
Programme Managers/Supervisors Staff members	Receipt of signed Requisition Forms for supplies, and delivery of same.

POSITION TITLE	PURPOSE OF COMMUNICATION
Office Attendants, House & Household Maids	Issue cleaning supplies

LIAISE EXTERNALLY TO KING'S HOUSE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Suppliers	Delivery and receipt of supplies.
National Solid Waste Management	Disposal of items at the Municipal Dump
Garbage Collection Company (private)	Transportation and disposal of items.
Board of Survey, Ministry of Finance and Planning	Disposal of Unserviceable Stores