



## **CAREER OPPORTUNITY MATERIALS CONTROL OFFICER PROCUREMENT DEPARTMENT**

**JOB SUMMARY:** - This position is responsible for overseeing the issuance of inventory, which involves coordinating material requests from internal departments within the procurement process while ensuring efficient control and accuracy of inventory. This role also involves assisting with managing stock levels and storage of inventory.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Responsible for issuing inventory materials from Stores warehouse.
- Responsible for Stores Issuance Reporting as required
- Ensures the issuance of inventory is posted in a timely manner for accurate inventory count.
- Maintains accurate recordkeeping of inventory issuance to the various departments.
- Accepts delivery of goods, inspecting deliveries for completeness and damage.
- Assist with regular cycle counts to confirm inventory quantities ensuring accurate records of stock levels, movements, and transactions; and report any damaged or obsolete goods to management.
- Assist Storekeeper and Stores Clerk to optimize inventory levels and minimize stockouts.
- Assist with other departments to coordinate inventory needs and resolve issues.
- Assist with the apportionment and submission of purchase requisitions and purchase invoices related to imported shipments.
- Assist with the purchase order process, ensuring accuracy and compliance with company policies.
- Protect the security of stores inventory and follow safety protocols for warehouse
- Other duties as assigned

### **QUALIFICATIONS:**

- A post-secondary education, preferably with a purchasing designation from a recognized professional association.
- Three (3) years' experience in a similar position.
- Proficiency with Microsoft Office software, specifically Microsoft Excel.
- Familiarization with Microsoft Business Central software will be an asset.
- Excellent organizational skills.
- Attention to detail and ability to multi-task in a high demanding environment.
- Ability to interact professionally with staff, vendors and other relevant stakeholders.

Resumes and certificates should be forwarded via email to [people@nas.bs](mailto:people@nas.bs) on or before **Friday, May 2, 2025**. **Only candidates who meet the requirements will be contacted.**