

Inventory Officer

1 Positions

Background:

Development Impact Solutions (SMC-Pvt) Ltd – DIS - is registered with the Security Exchange Commission of Pakistan (SECP). The DIS offers innovative solutions to the development challenges and assists government bodies, private sector, and workers and civil society organization for the realization of labour rights and human rights as enshrined in the Constitution of Pakistan. DIS carried out an innovative project “Linking Brick Kiln Women Workers with Formal Health Care System” in rural area of District Lahore, Punjab. Based on successful results during the pilot stage, this project has now being scaled up in District Lahore and District Rawalpindi. The project will continue to work closely with the relevant provincial line departments, private sector (brick kiln employers) and workers to improve health seeking behaviour of brick kiln women workers. This project is funded by Department for International Development (DFID) through Health and Nutrition Innovation Fund (HANIF) Project managed by Palladium Pakistan (Pvt) Ltd. Under this project DIS intends to hire the services of Inventory Officer based in Islamabad.

Advertised on

02 Jan, 2018

Closing Date

10 Jan, 2018

Location

Position is based in Islamabad

Position:

Inventory Officer

Reports to:

Admin & Logistic Officer

Department:

Administration

Salary:

25k-30k

Contract Period:

Up to 14 Sep 2018

Over all

Responsibilities:

The Inventory Officer is responsible for all inventory management in Lahore and Islamabad offices

Specific

Responsibilities:

- Inventory Management
- IO will record the medicine received in Web based data base
- IO will check that no medicine is with the expiry period of less than 1 Year
- IO will issue the “Medicine to Primary Health Care Satellite” and generate Medicine Dispatch Form
- IO will generate Medicine Stock Report

- IO will maintain full record of medicine and other inventory in Islamabad and Lahore Office
- Reconciliation of physical stock with the stock in the system
- IO will verify requisitions of medicines with stock already available
- A separate Supplies Register will be maintained at each PHCS which will record inward & outward movement of medicines.
- To ensure the correct and timely valuation of the inventory and to be involved in directing and managing procedures related to dispatching and consumption.
- Provide support to the team and department
- Documentation, printing and filling duties
- Maintains adequate office supply of all department supplies used within the department
- Any other task given by the senior management.

**Skills, experiences
qualifications**

Ideal candidate should have:

- Candidate having Bachelors' degree and Business administration is desirable
- Two Year experience on relevant positions and/or development work
- Excellent computer skills (MS-Office) and ability with database.
- Sociable, flexible and problem solver.
- Prior experience of and an ability to work in high volume work environment.
- Proven ability of English Writing Skills.

How to apply:

To apply for this role please forward your CV, covering letter, outlining your skills and experience humanresource.dis@gmail.com by 10 Jan, 2018.

Important: Please reference “**Inventory Officer**” in the subject line of email. DIS sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. No phone calls please.

DIS is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for facilitation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.