



NORTH-EAST REGIONAL HEALTH AUTHORITY

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Portland Health Department**:

STOREKEEPER (PIDG/RIM 3)

Summary:

Reporting to the **Parish Administrator**, the individual is responsible receiving, securing, storing and issuing goods, materials, equipment and other items at the storeroom. Keeping accurate records of all stock movements, either manually or electronically as required. Conducting physical counts of stock, and investigate discrepancies and assisting in maintaining clean, orderly and safe storeroom.

Qualification & Experience:

- Certificate/Diploma in Business Administration or equivalent.
- Minimum of two (2) years working experience in a similar position

Specific Knowledge, Skills and Competencies Required:

- Good inter-personal skills
- Ability to work on own initiative
- Good oral and written communication skills
- Good time management skills

Key responsibilities will include but are not limited to:

- Assisting with receiving all merchandise into storeroom after proper documentation such as Purchase Order and receiving record, and ensuring items received are checked for accuracy.
- Assisting with issuing merchandise from Storeroom upon presentation of properly authorized requisitions.
- Recording nature, quality, value of material, supplies or equipment received, used, or issued in the Stores Diary.
- Recording and updating Stationery Record and Chemical Bin Cards.
- Assisting in conducting inventory checks and preparing documents such as inventory balance, price lists, expenditures, and periodic reports using computer.
- Helping in determining method of storage based on turnover, environmental factors and physical capacity of storeroom.
- Examining and inspecting stock items for wear or defects and report damage to the supervisor.
- Recommending disposal of defective or absolute stock
- Ensuring Storeroom is kept clean, orderly and secured from unauthorized persons.
- Ensuring safety regulations are complied with.
- Ensuring items returned to store are properly labelled and stored for Auditors.
- Performing other related duties which may be assigned from time to time.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale (PIDG/RIM 3): \$933,069 - \$1,109,126 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07**
to:

**The Director,
Human Resource Management & Development
North-East Regional Health Authority
34-38 Ocean Village Shopping Centre, Ocho Rios
St. Ann
E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED
APPLICANTS WILL BE ACKNOWLEDGED.**