



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons:

H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Storekeeper

The International Community School (ICS), one of the longest established and most successful international non-proprietary schools in the Middle East, is seeking to recruit an experienced, enthusiastic and innovative **Storekeeper** to join the school as soon as possible.

Interested candidates should:

- Hold a Bachelor's Degree in accounting, management or related field.
- Have a minimum of 2 years of experience in a similar field
- Have an **excellent** command of English
- Have **excellent communication** and management skills
- Have a creative, dynamic, and outgoing personality
- Have strong IT skills (including Google Suite, Excel & Word).
- Have a Jordanian nationality

How to apply:

Applications should be sent to recruitment@ics.edu.jo with the subject of **(Storekeeper)**, along with a current CV. For more information, kindly visit our website at www.ics.edu.jo

The deadline for applications is **September 30, 2024**. However, please note that we reserve the right to appoint before the closing date, and interviews will be arranged for all short-listed applicants as soon as possible.



Job Description Storekeeper

JOB TITLE: Storekeeper

RESPONSIBLE TO: Stores Officer & Asset Controller

VERSION UPDATE: September 2024

Role Summary:

The Storekeeper is expected to perform such duties and responsibilities relevant to his/her scope of work, which is required to facilitate the smooth and efficient receipt and issuance of supplies, as and when required to satisfy the School's philosophy through satisfying the budget operator's interests. The Storekeeper performs all storage activities required for the school to ensure timely and cost effective as described in the specific duties outlined below.

Central Stores:

- Controls, replenishes to the anticipated use of all stocked supplies including:
 - Office and teaching supplies and stationary.
 - Books
 - Maintenance supplies, furniture and equipment
 - Graduation gowns, caps and supplies, other supplies required for the schools' department
- Records, monitors and updates stock movements including keeping stock, cards, equipment loans, goods received notes (GRNs) and issue requisition (OR's)
- Provides the accounts department with the daily issues and receipt
- Updates in the form of GRN's & IR's to various departments
- Receives the bulk shipment of International titles textbooks, enters them in the inventory accounting system and distributes them to the departments after checking against original order.
- Maintains and re-order level of stocks to facilitate an efficient availability of recurrent, supplies when required
- Initiates requests for quotations, when the stock re-order level is reached, then requests the Procurement Department to start getting offers for comparison purposes.
- When quotations are received, participates in analyzing the quotes for the best quality and the most reasonable prices and availability offered. A comprehensive list is prepared, signed and given to the Stores Officer for approval
- As soon as the selection is made, it is brought to the attention of the Procurement Manager to start the purchasing process
- Performs periodic inventories for central stores, and prepares all the documents required for the external auditors to facilitate their job.
- Recommends improving the store-keeping procedures and facilities to make them more effective and economical for the School's activities.
- Keeps the stores area safe and well ventilated for a better environment
- Participates in any commitments that will be requested by the Line manager for the physical inventory checks or disposal of such items classified as "cannot be used"
- Archives all the bills received from the suppliers and connect them with the MIS working system with the Finance.
- Performs any additional duties that may be requested by the Administration.