



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 and Assets Controller

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 and Assets Controller** to join the school as soon as possible.

Interested candidates should:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- 2 - 4 years relevant experience is preferred.
- Have an **excellent** command of English
- Certification in supply chain management is preferred.
- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Good communication and interpersonal abilities.
- Familiarity with inventory management software or ERP systems preferred.
- Have a Jordanian nationality

How to apply:

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

The deadline for applications is **2nd of May 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 and Assets Controller

JOB TITLE: Storekeeper and Assets Controller

RESPONSIBLE TO: Finance Manager

Role Summary:

The Storekeeper and Assets Controller plays a crucial role in managing inventory and fixed assets to support the smooth operation of the school. This position involves overseeing the procurement, storage, distribution, and documentation of goods, as well as maintaining accurate records of fixed assets.

Key Responsibilities:

Storekeeping:

- Act as custodian responsible for all store inventory.
- Maintain accurate records of inventory levels, stock movements, and adjustments.
- Record and review daily transactions related to store activities, including purchase vouchers, issue vouchers, purchase requests, and any transactions on the school's EPR system.
- Receive and inspect incoming goods for quality and quantity.
- Collaborate with procurement to resolve any discrepancies or issues with delivered items.
- Properly store and organize goods in the warehouse or stockroom.
- Implement efficient shelving and labeling systems to facilitate easy retrieval.
- Coordinate with various departments to fulfill requisitions in a timely manner.
- Ensure accurate documentation of goods issued and maintain proper records.
- Process and fulfill orders promptly and accurately.
- Coordinate with logistics to ensure timely delivery of goods.
- Monitor expiration dates and shelf life of products where applicable.
- Implement a first-in, first-out (FIFO) system to ensure proper stock rotation.
- Maintain positive relationships with suppliers, vendors, and ICS staff and provide excellent customer service.
- Communicate effectively regarding order status, product quality, and related matters.
- Generate weekly reports on inventory levels, stock movements, and stock discrepancies.
- Provide insights and recommendations for optimizing stock levels.
- Implement measures to prevent theft, damage, or loss of inventory.
- Conduct investigations and report any incidents of loss or damage.
- Ensure compliance with safety regulations and standards in the storage and handling of goods.
- Adhere to all relevant policies and procedures at all times.
- Collaborate with relevant departments to forecast future inventory needs.
- Ensure adequate stock levels to meet demand without excessive overstocking.
- Participate in regular meetings to discuss inventory-related issues and improvements.
- Implement and maintain quality control measures for incoming goods.
- Report and address any quality issues promptly.
- Identify areas for process improvement within the storekeeping function.
- Implement changes to enhance overall efficiency and accuracy.
- Collaborate with relevant departments to implement sustainable practices in inventory management.



- Maintain organized and up-to-date documentation of all transactions.
- Ensure records are easily accessible for audits and reporting purposes.
- Address inquiries and concerns regarding inventory promptly and professionally.
- Establish a process for documenting and handling damaged or defective goods.
- Coordinate with vendors for returns, replacements, or credits.
- Strategically organize the storage space to maximize efficiency and capacity.
- Regularly review and optimize storage layouts based on inventory needs.
- Identify and manage the disposal of obsolete or expired inventory.
- Ensure the availability of emergency supplies and resources.
- Collaborate with the IT department to ensure data integrity and protection.
- Implement relevant best practices.
- Perform any other duties assigned by the line manager.

Assets Control:

- Maintain an accurate and up-to-date fixed asset register.
- Record all acquisitions and disposals of fixed assets.
- Ensure compliance with accounting policies and procedures.
- Calculate and record monthly depreciation expenses.
- Perform regular reviews to ensure the accuracy of depreciation calculations.
- Investigate and resolve any discrepancies in a timely manner.
- Provide necessary information for financial statements and audits.
- Monitor spending against approved capital budgets.
- Maintain organized and comprehensive documentation for all fixed asset transactions.
- Assist in the preparation of documentation for internal and external audits.
- Implement and manage an effective system for tracking the physical locations of fixed assets.
- Conduct periodic physical inventories to reconcile with the fixed asset register.
- Work closely with procurement and other departments to ensure accurate recording of fixed asset transactions.
- Identify and assess potential risks related to fixed assets and implement mitigation strategies.
- Foster open communication channels with departments involved in fixed asset activities.
- Maintain an accurate record for any custody with School staff.