
WATER AUTHORITY OF FIJI

**REF: 906 STORES ASSISTANT
(PROJECT POSITION)
RE-ADVERTISED
(WAILOKU DEPOT)**

Purpose

The Stores Assistant is primarily responsible for maintaining the store and ensure proper management of the stocks.

Principal Accountabilities

- Assist the stores' officer in ensuring product stock is adequate for distribution and reorder points are maintained and reviewed to reflect actuals.
- Ability to identify pipes & fittings (The knowledge of pipes & fittings is a must).
- Assist teams in recording daily deliveries to reconcile inventory.
- Ability to ensure checks and balances for inventory items in receipt against Purchase Orders (PO), Checking PO against, Delivery Quantity, Brand and Price. PO.
- To ensure that deliveries and Invoices correspond to each other.
- Timely dispatch of delivery documents & Invoices for data entry and payment.
- Use software to monitor demand and document characteristics of inventory.
- Assist in monitoring requests to ensure orders to replenish stock, avoiding insufficiencies or excessive surplus.
- Assist in analyzing data to anticipate future needs.
- Collaborate with Storeman and other staff to ensure business goals are met.
- Convey any other duties as advised by your supervisor.

Knowledge & Experience

- In addition to a Certificate in Inventory management or Accounting or Diploma in Accounting or Management

- At least two years' experience in a similar role

Skills & Abilities

- Housekeeping of stores
- Maintaining sufficient stock levels
- No stock variances
- Timeliness and accuracy of processing requisitions
- Record keeping and stores documents are accurate and keep safe
- OHS standards are adhered to
- Adhere to Inventory and Procurement Policies

Remuneration

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “**Confidential REF: 906 Stores Assistant (Project Position) – Re-advertised (Wailoku Depot)**” and should be received no later than **24 December 2021** and could be:

Mailed to:

The Manager Human Resources or
Water Authority of Fiji

Hand delivered to:

Human Resources Unit or
Level 3, Manohan Building

Emailed to

hr.recruit@waf.com.fj