



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:

INVENTORY ASSISTANT – Warehouse Management Branch

Temporary Post - One (1) Year Contract

Night Shift Only

ROLE AND FUNCTIONS OF JOB:

- Transfer inventory from Receival Bay to designated BIN area both physically and via the Warehouse Management System. Maintaining inventory accuracy with regards to item description, item code, batch/lot#, expiry date and quantity transferred.
- Package and/or palletize picked orders for delivery, checking to ensure the number of cartons dispatch correspond with what is documented on the delivery slip.
- Load completed orders on delivery vehicles and assist with the delivery of goods to Hospitals and Health Centres.
- Conduct weekly BIN checks to identify and resolve inventory variances.
- Assist with the unloading of containers.
- Perform all other related duties as required from time to time.

SPECIFIC KNOWLEDGE REQUIRED:

- Good oral communication skills.
- IT/Computer skills

QUALIFICATION & EXPERIENCE:

- 4 CXC/CSEC Subjects, including English Language and 1 numerate subject (Mathematics or Accounts)
- A minimum of one (1) year experience in a warehouse environment
- Working knowledge of forklift operation an asset
- Exposure to warehousing of pharmaceuticals and medical supplies, an asset
- Any equivalent combination of education and experience

Applicants are invited to submit their application no later than **Wednesday, September 06, 2023 to:**

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers,
25 Dominica Drive
Kingston 5
Apply here: vacancies@nhf.org.jm

NB. We appreciate all responses, but only short listed candidates will be contacted.