



CAREER OPPORTUNITY

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

INVENTORY/RECEIVAL OFFICER - Warehouse Management Branch

TEMPORARY – THREE (3) MONTHS

ROLE AND FUNCTIONS OF JOB:

- Be responsible and accountable for the receipt, management and distribution of pharmaceuticals, medical supplies and/or raw materials in the company's warehouse, ensuring the timely preparation and delivery of orders to health institutions in accordance with operating procedures and company policies.

QUALIFICATIONS & EXPERIENCE:

- 5 CXC/CSEC Subjects, including English Language and Mathematics
- Certification as a Pharmacy Technician or tertiary training in Pharmacology
- Formal training in Supplies or Inventory Management
- Training in Supervisory Management and/or Client Relationship Management would be an asset
- Minimum of three (3) years working experience in a similar capacity preferably with responsibility for the storage of pharmaceutical and/or medical supplies

SUMMARY DUTIES AND RESPONSIBILITIES:

- Manage the offloading of containers for all incoming shipments within the stipulated timeframe.
- Responsible for receiving, inspecting and verifying all incoming goods and reconciling quantity, description, lot number and expiry date with information on invoice and purchase order.
- Report all shipment discrepancies including damaged items to the Senior Inventory/Receival Officer or Procurement Division immediately.
- Ensure all returned goods are duly authorized and are accompanied by correct documents.
- Ensure inventory is being stored and maintained in accordance with specifications outlined by suppliers to ensure items remain in good, saleable condition.
- Liaise with Senior Inventory/Receival Officer and Warehouse Pharmacist about out-of-stock, critical items, slow-moving items, soon-to-be expired stock and prepare monthly reports accordingly.

Applicants are invited to submit their application no later than **Thursday, May 18, 2023.**

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.