

Storekeepers and Parts Persons

Storekeepers and parts persons are responsible for managing inventory, supplies, and spare parts within organizations. They ensure that materials are accurately received, stored, and issued, supporting smooth operations and minimizing shortages or delays in production or service delivery.

Duties and Powers:

- Receive, inspect, and verify incoming goods, materials, or spare parts.
- Maintain accurate records of inventory, including stock levels and transactions.
- Store items in appropriate locations, ensuring proper labeling and organization.
- Issue materials or parts to departments, production lines, or customers as needed.
- Monitor stock levels and initiate orders to replenish supplies.
- Conduct regular inventory audits and reconcile discrepancies.
- Ensure compliance with safety standards and storage procedures.
- Prepare reports on stock usage, shortages, or excess inventory.
- Operate equipment such as forklifts, scanners, and inventory management systems.
- Coordinate with suppliers, vendors, and internal departments regarding inventory needs.