

## **Major Duties and Responsibilities**

Assists the Supply Storekeeper in ordering, storing, and issuing expendable supplies such as office, cleaning, maintenance, auto parts and gardening. Verifies clients' work orders and the Stock Control posting reports to identify and correct mistakes and errors in entries to the computer Stock Control Application. Said duties are provided to all agencies under the ICASS agreement. The incumbent is the back up for the Storekeeper and assists Storekeeper with the control of the expendable stock levels to maintain an adequate supply and plan for backorders of expendable items based on usage and Agency requirements.

Maintains the many storage areas and their contents, making the best use of the available space and eliminating any possible hazards like fire, excessive humidity and pest. Also responsible for the cleanliness and safety of the supply room to keep it orderly and passageways free of obstructions. Drives a delivery vehicle which he must maintain in good operating condition, clean and ready for use.

Submits access requests to the RSO for vendors who will deliver supplies. Maintains the Embassy forklift in good operating condition. Assists the Web Pass Expendable Clerk in double checking entries to the system.

Assist the Supply Annual Inventory Team providing information as requested and escorting the team through the various areas of the Supply Room