



MANAGEMENT JOB DESCRIPTION

JOB TITLE:	GENERAL CLERK	LOCATION:	PROVIDENCE																																																																
REPORTS TO:	TERMINAL SUPERVISOR	JOB CODE:	02-02-30-17																																																																
DIVISION:	-	GRADE:	02																																																																
DEPARTMENT:	INVENTORY & PROCUREMENT	SECTION:	INVENTORY																																																																
SUMMARY STATEMENT	Performs a wide range of administrative tasks such as organizing, storing and processing both digital and paper information as well as maintains accurate records of stores and movement in stock for the up keeping of storeroom ledger.																																																																		
J O B D U T I E S R E Q U I R E D	<p>DESCRIPTION OF DUTIES:</p> <p>SORTS incoming mail and SENDS outgoing mail.</p> <p>WRITES letters, reports and office memoranda and DISTRIBUTES them.</p> <p>LOOKS after visitors to the organisation and RECORDS customer interactions.</p> <p>FILES paperwork and is also responsible for COPYING documentation.</p> <p>MANAGES schedules and appointments.</p> <p>COMPLETE and mail bills, contracts, policies, invoices, or checks.</p> <p>RESPONSIBLE for receiving, storing and issuing equipment, material, supplies, merchandise, food stuff and tools.</p> <p>TAKES inventory of stock in Storeroom and updates computerized inventory of stocks and prepares statistics using summarised information for submission to Supervisor.</p> <p>PREPARES stock requisitions, requests for quotations and purchase orders and receives stock in storage.</p> <p>COUNTS, SORTS or WEIGHS incoming articles to verify receipt of items on requisitions or invoices.</p>																																																																		
<p>The above responsibility statements identify specific duties necessary to attain the GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.</p>																																																																			
W O R K F I E L D D A T A	<p>WORK FIELD:</p> <p>WORK REQUIREMENTS:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>MACHINES</u></th> <th style="text-align: left;"><u>TOOLS</u></th> <th style="text-align: left;"><u>WORK AIDS</u></th> <th style="text-align: left;"><u>EQUIPMENT</u></th> </tr> </thead> <tbody> <tr> <td>Computer</td> <td>Calculator</td> <td>Stores Manual</td> <td>Disbursement Cash Book</td> </tr> <tr> <td>Printer</td> <td>Pens</td> <td>Storeroom Ledger</td> <td>Disbursement Account</td> </tr> <tr> <td>Photocopier</td> <td>Pencils</td> <td>Receipt Books</td> <td>Local Sale Book</td> </tr> <tr> <td>Fax</td> <td>Stapler</td> <td>Internal Requisition Forms</td> <td>Deposit Book</td> </tr> <tr> <td></td> <td>Markers</td> <td>Issues Record</td> <td>Receipt Book</td> </tr> <tr> <td></td> <td>Rubber Stamps</td> <td>Purchase Orders</td> <td>Cash Deposit Book</td> </tr> <tr> <td></td> <td>Envelopes</td> <td>Good Received Book</td> <td>Cheque Deposit Book</td> </tr> <tr> <td></td> <td>Labels or</td> <td>Bin Cards</td> <td>Register of Used and</td> </tr> <tr> <td></td> <td>Inventory Tags</td> <td>Inventories Tags</td> <td>Unused Cheques</td> </tr> <tr> <td></td> <td></td> <td>Tape</td> <td>Register of Cheque Books</td> </tr> <tr> <td></td> <td></td> <td>Payment Advice Vouchers</td> <td>Register of Receipt Books</td> </tr> <tr> <td></td> <td></td> <td>Cash</td> <td>Collected revenue</td> </tr> <tr> <td></td> <td></td> <td>Cheques, Cheque Book</td> <td>Cash Payment Voucher</td> </tr> <tr> <td></td> <td></td> <td>Register</td> <td>Petty Cash Imprest</td> </tr> <tr> <td></td> <td></td> <td>Safe</td> <td></td> </tr> </tbody> </table>			<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>	Computer	Calculator	Stores Manual	Disbursement Cash Book	Printer	Pens	Storeroom Ledger	Disbursement Account	Photocopier	Pencils	Receipt Books	Local Sale Book	Fax	Stapler	Internal Requisition Forms	Deposit Book		Markers	Issues Record	Receipt Book		Rubber Stamps	Purchase Orders	Cash Deposit Book		Envelopes	Good Received Book	Cheque Deposit Book		Labels or	Bin Cards	Register of Used and		Inventory Tags	Inventories Tags	Unused Cheques			Tape	Register of Cheque Books			Payment Advice Vouchers	Register of Receipt Books			Cash	Collected revenue			Cheques, Cheque Book	Cash Payment Voucher			Register	Petty Cash Imprest			Safe	
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J O B D U R T T E I O S E P S F O R U N E L S Q F I U I B I L I R L L E D T I E S	DESCRIPTION OF DUTIES Cont'd: VERIFIES entries against orders and NOTES discrepancies. LABELS equipment/items coming into stock before assigning to requesting Division/Department . CHECKS physical balance weekly or sample of stock items for reconciliation with ledger. RECORDS movement of materials/equipment to and from various Divisions/Departments , in respective folio ledgers for immediate recall at the close of expeditions. PREPARES other correspondence as necessary, including letters of officers. FILES all vouchers and other documentation as required. ISSUES stationery on a regular basis.
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QUALIFICATIONS PROFILE

JOB TITLE: General Clerk		JOB CODE : 02-02-30-17		
FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
1	EDUCATION	Five GCE 'O' Levels or CXC General up to Grade II, including English and Mathematics or Principles of Accounts; LCC Higher auditing or Accounting; Level I ATP, AAT or CAT. Ability to use computerised Stores Inventory.	5	23
2	EXPERIENCE/JOB KNOWLEDGE	Semi-Skilled Clerical, Vocational and other related workers requiring periods of exposure from entry up to a period of three to five years to grasp the basic requirements and understand all aspects of the job. Knowledge of a body of rules, procedures or operations requiring training and experience to perform interrelated procedural assignments.	4	33
3	SUPERVISION	Reports regularly to immediate Supervisor. Work reviewed for accuracy and adherence to instructions. Liaises with Head Office/Service Stations/Terminals/Depot Superintendents to issue stock for filling requisitions. With minimal supervision performs tasks in support of Team.	4	17
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing. Also responsible for receiving requisitions for items in storage and ensuring that correct items are selected and maintains and updates inventory records.	2	37
5	COMPLIANCE	The Incumbent must follow instructions given on details concerning allocation of inventory to the various Divisions/Departments in GuyOil, the nature of distribution for forwarding mails and calls, setting of appointments and digital and paper filing processes.	3	23
6	QUALITY OF WORK	The Incumbent must ensure that the records reflect accurate information on inventory received and issued. Outgoing and incoming mails and calls must be delivered in a timely manner.	2	33
7	ANALYTICAL SKILL	The Incumbent prepares meeting agendas, attend meetings, and record and transcribe minutes and also processes and prepares documents, such as business or government forms and expense reports.	3	21
8	TECHNICAL/ PROFESSIONAL	They must be comfortable using digital hardware and software, so they can total figures in spreadsheets, compute, record, and proofread data, write letters using word-processing applications and respond to emails.	4	13
9	INTERPERSONAL SKILL	The Incumbent has an entry-level position, they interact with all kinds of employees, customers and suppliers, from the couriers who bring in ordered supplies, to department heads who need errands run. General clerks thus require the good interpersonal skills needed to interact with different types of people. They must be able to listen actively to any instructions given to them, and then communicate both verbally and in writing to explain the results of their actions. Must also be able to effectively respond where information is requested or where routine queries are dealt with by Departments within GuyOil.	3	19
10	MENTAL AND VISUAL DEMANDS	The Incumbent must be visually and mentally capable to input numerical data into computer databases and bookkeeping, including inventory records, most accurately.	3	17
11	WORKING ENVIRONMENT	The work environment involves everyday risks or discomforts which require normal safety precautions.	4	27
LICENCES:			TOTAL:	263
SIGNATURES:				
PREPARED BY: S.V. JONES ASSOCIATES		DATE: _____		
REVIEWED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		