

SAMOA WATER AUTHORITY

Position Description

Position Title:	Stores Assistant
Salary Grade/Rate:	Grade 4 Step 1
Responsible to:	Team Leader Customer Service, Savaii
Section:	Customer Service
Division:	Savaii Operation Division

Position Overview:

Assist to ensure the efficient and effective management of all stock or supplies of the Savaii Operations Division.

Duties & Responsibilities:

1. Assist with the security of all the Authority's Store Items under the Stores section in Savaii.
2. Assist with the supply/issue of store orders according to items and quantities requested in the store order form under supervision by the Stores Officer and Team Leader CS.
3. Post store issues of the stock into the Computerized System as per Store Order forms.
4. Assist in checking all goods received against its packing slip/invoice and confirm with the SWA Purchase order for goods received.
5. Bin all stock items received into their allocated locations for water & wastewater items.
6. Maintain proper filing of all store records.
7. Responsible for general maintenance (clearance) of the store warehouses.
8. Other duties directed from time to time from Supervisor or Manager.

Position Requirements:

- Minimum qualification of a Diploma OR Certificate from a Tertiary Academic Institution with 2 year's relevant experience.
- Must have basic knowledge of warehousing and inventory control
- Basic knowledge of shipping documentation and customs clearance procedures
- Ability to plan and organize own work tasks and can work under minimal supervision.
- Ability to work effectively in a small team environment
- Must be loyal and honest in the safeguard of supplies/stock
- Good customer service/interpersonal skills
- Ability to follow safety work practices
- Basic understanding of SWA guidelines and procedures.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by:	_____ Manager Savaii	_____
Reviewed by:	_____ TL - HRM	_____
Verified by:	_____ Manager - CM	_____
Approved	_____ Managing Director	_____