



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

INVENTORY OFFICER (PERMANENT POSITION)

Job Purpose

The efficient management of fixed assets through maintenance of an Inventory Control System, continuous updating of inventory control and location records and the monitoring of movement of fixed assets within the organization.

Core Duties

- Prepares, maintains and updates Inventory Control Records to reflect all items acquired.
- Arranges for, supervises and participates in the labeling of all fixed assets in all locations.
- Arranges for, supervises and participates in the creation and posting of location records in all EOJ offices island-wide.
- Updates location records as changes occur.
- Ascertains department to which asset is to be dispatched and verify that delivery is made to the correct location.
- Makes periodic visits to all EOJ locations to check on fixed assets.
- Assists with computerization of Inventory Records and subsequent maintenance of the system
- Identifies obsolete, defective and damaged fixed assets for disposal

Required Qualification and Experience

- Undergraduate Degree from an accredited tertiary institution.
- Formal training in Inventory Management.
- Two (2) years related experience working in similar capacities.
- Sound knowledge of government inventory management guidelines.

Salary Band: \$897,182 - \$1,066,467 per annum

Applications should be submitted by Friday January 29, 2021 to:

The Director, Human Resource Management

P.O. Box 671, G.P.O., Kingston

Email: hr@ej.com.jm

We thank all applicants for their interest but only shortlisted candidates will be contacted.