

## POSITION DESCRIPTION

<b>Title:</b>	Supply Chain Assistant	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	Supply Chain	<b>Reports to:</b>	Warehouse Supervisor
<b>Prepared by:</b>	Supply Chain Manager	<b>Date:</b>	October 2014

### Overall Purpose:

Assist in managing every facet of the supply chain management process such as receiving, picking and packing supply requests.

### Roles and Responsibilities

#### Warehouse

- Receive supply orders, check physically the item like quantity and shelf life .
- Receive the shipment in ERP or Inventory Management System accurately.
- Sort, organize and store inventory in the proper location
- Pick, Pack and load the outbound shipment according to the schedule
- Ensure the Replenishment of the stock is done timely
- Monitor the expiry and issue it based on the expiry
- Receive only approved goods through the appropriate channels.
- Issue uniforms, tracking, return, and cleaning for re-issue.
- Receive stores requests via a variety of means, pull and deliver the stores and update the inventory control system.
- Always keep warehouse areas in a clean and tidy condition.
- Ensure workspace is free of debris and remove safety hazards from aisles
- Ensuring workers' adherence to stipulated safety-related protocols.
- Collect of expired items from stations
- Inspection of the equipment's and ensure its calibration is done periodically/as per QHSE Standards.
- Participate in the annual audit process and work closely with finance department for it

#### Logistics

- Assist in the replenishment of medical gasses, ensuring stocks remain at PAR
- Deliver supply request as per the schedule, leaving stations free from cardboard and in order
- Collection of the asset and equipment's of the company as per the maintenance schedule
- Prepare the delivery of materials for the new projects
- Manage and prepare the ambulance fully for new projects
- Support different department for the delivery of its requirement for events or other activity
- Operating the forklift and pallet trolley inside the warehouse for handling of materials

#### QHSE and BC :

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity Compliance and Improvement
- Ensure that assets data and secure as per the information security policy

#### Professional and Academic Expertise

##### Required Qualities

- 1- 3 years' experience in Warehouse Operations, Inventory Management
- Fluent in English, both written and oral
- Basic administrative skills (i.e. completion of various internal documents)
- Basic computer skills primarily using Microsoft applications, ERP Material Management Module.
- Good interpersonal skills
- Good communication skills
- Excellent time management skills of self and environment
- Ability to work under pressure
- Driving license is most
- Forklift operational experience required ( prefer license if possible )

##### Desirable Qualities

- Fluent in Arabic, both written and oral
- Health background preferred

Supply Chain manager

#### Change Brief

Version No.	Date	Changes
1	October 2014	New PD
2	October 2016	Update reporting line and position band, clarified roles and responsibilities
3	July 2019	Due to review no changes , replace HAAD to DOH
4	February 2020	Update responsibility
5	February 2022	Update the Roles and Responsibilities – update in QHSE - update in Professional and Academic Expertise

Review & Approval:

(Chief Administrative and Medical Officer)