

POSITION DESCRIPTION

Title:	Supply Chain Assistant	Location:	Abu Dhabi
Department:	Supply Chain	Reports to:	Warehouse Supervisor
Salary:	Salary package	Band:	2
Prepared by:	CAO	Date:	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

- Keep warehouse areas in a clean and tidy condition at all times.
- Receive supply orders, ensuring they are correct and logged accurately into the inventory control system.
- 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.
- Collect clinical waste from stations as per schedule and processes.
- 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
- Periodic maintenance of the asset and equipment's of the company to insure it's up to standards.
- Inspection of the equipment's and insure its calibration is done periodically/as per QHSE Standards.
- Recording data of the inspection to insure that full service history is available.

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

Required Qualities

- 1- 3 years' experience in a supply chain role or similar
- Fluent in English, both written and oral
- Basic administrative skills (i.e. completion of various internal documents)
- Basic computer skills primarily using Microsoft applications
- Good interpersonal skills
- Good communication skills
- Excellent time management skills of self and environment

- Ability to work under pressure

Desirable Qualities

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

Chief Administrative Officer

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

Review & Approval:

(Chief Administrative Officer)