



The Aga Khan School, Dhaka
Aga Khan Education Service, Bangladesh

JOB DESCRIPTION

Position: Store In Charge

Location: Uttara, Dhaka

Reporting to: Operations Manager

Job Summary

The Store In Charge will be responsible for managing the store in the school, recording the stock-in and stock-out from the store on a daily basis, updating the indents quarterly, ensuring the supplies on a requisition basis, ensuring the availability of supplies in sufficient quantities, quality check and reporting to the Operations Manager if it is required and update the stock control in the store software.

Duties and Responsibilities

The Store In Charge will be responsible for the following main activities in addition to other activities which are to be attended to from time to time as directed:

1. Ensure and facilitates the appropriate actions for any inconsistency between purchase orders and shipments received or due action requests in regards to damaged items or shortages;
2. Store in Charge will ensure that the store is kept clean and organized on a first-in-first-out basis;
3. While employed in The Aga Khan School, Dhaka, Store in Charge will be under school rules and discipline;
4. To look after and maintain all items of the store;
5. To sanction day-to-day requirements of support staff as per requisition approved by the Operations Manager;

6. To update the store data with the store ground balance;
7. To ensure all stores are always available in the school in sufficient quantities;
8. To prepare quarterly indents for all the required stores and submit the same to the Operations Manager for procurement;
9. While receiving the store items, ensure the quality and quantity of the items, the Store in Charge has the right to reject and report to the Operations Manager if any item is not of standard quality;
10. To preserve the challans for the supplies received and issue the items to different sections on receipt of requisitions on prescribed slips;
11. To maintain the receipt and insert/ record in the store software regularly;
12. Store in Charge is to ensure that, all the store items are kept in an orderly manner and labeled, so that, they can easily be traced out, even when you are absent for any reason;
13. To manage the courier for any parcel, file, or any other official documents;
14. Apart from the normal duties, Store in Charge may be called upon to perform some other duties when required.

Employment Status

Full-time

Key Requirements

- Diploma/ Higher Secondary School Certificate from any reputed institution;
- At least one year;
- The applicants should have experience in the following area(s): Store management, Inventory management, Recordkeeping, Stock control, etc.;
- Good interpersonal and communication skills;
- Written and verbal communication skills in Bangla and English;
- Good IT skills (Microsoft Outlook/ MS Office);
- Ability to manage mail correspondence;
- Capable of working well as part of a team as well as independently;
- Models professional and ethical standards when dealing with visitors, students, parents, colleagues, and the community;
- Can maintain good professional working relationships with colleagues, Line Managers, and administrators.

Duty Hours

Weekdays – 7:50 am to 4:00 pm

Saturdays – Weekly holiday, but may be called for duty if required