

Storekeeper Job Description

- Take delivery of all incoming materials and reconcile with purchase orders
- Track, document, and resolve any discrepancies on received orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Responsible for packing, pricing, labeling, and returning supplies
- Responsible for stock rotation and coordinate the disposal of surpluses
- Oversee the handling of freight, the movement of equipment, and minor repairs
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally
- Create purchase orders and utilize purchasing card to perform low-value procurement activities
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.