JOB DESCRIPTION

Name:	Position Title: INVENTORY ANALYST
Department: WAREHOUSE UNIT – LOGISTICS OFFICE	Reports to: WAREHOUSE MANAGER / OIC, LOGISTICS OFFICE, PRC EXECUTIVES AND SERVICES LOGISTICS FOCAL PERSON
Direct Reports: WAREHOUSE MANAGER / OIC, LOGISTICS OFFICE	Location: LOGISTICS OFFICE – NHQ TOWER
Purpose Statement	
Submit inventory reports detailing inventory counts, discrepancies, and other statistical data. Make sure that the Warehouse Unit tasks and deliverables are achieved and met PRC expectations and requirements.	
Key Result Area:	**Duties and Responsibilities:**
A. Technical Implement, maintain, and follow PRC standard warehouse practices and record keeping in accordance with audit trail standards.	• LOGIC System Operator • Check in LOGIC System and issue CTN in every item for withdrawal • Check and monitor if stocks are still available and coordinate with the respective Warehouse Assistant (WA) • Submit stock report two (2) times a week to Management and Executives • Submit inventory monitoring of Safety Items for Covid 19 two (2) times a month to the SecGen and Covid 19 Coordinator & WH Mngr. • Submit issuance monitoring of Safety Items for Covid 19 per Molecular Laboratories, per Chapters, per Services and Offices to the SecGen and Covid 19 Coordinator & WH Mngr. • Import stock movement report submitted by the WH team to LOGIC system • Export stock movement from LOGIC System • Monitor and report expired / dead items / not fit for use items stored at the PRC warehouses.
Facilitate Reports and Correspondence required by the different stakeholders and Management	• Submit Monthly SDR of Warehouse Unit to PMER • Prepare and submit Annual Report • Prepare and submit Wall to Wall Inventory report • Conduct annual Wall to Wall Inventory to different PRC warehouses • Assist in the Strategic Planning and Budget Presentation • Prepare Memorandums related to Warehouse Unit concerns • Provide data and information needed and / or required