

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	e 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



 B. Administrative and Financial Perform day-to-day administrative and financial task for warehouse. C. Clerical Perform any other work-related duties and responsibilities that maybe assigned by the Head of Office. 	 Assist in the ongoing Project of Logistics under the funding support of IFRC and HELP Logistics, to wit: Prepare Memorandum related to Project Assist in the preparation of the trainings Prepare budget requirements Coordinate with service provider Support and coordinate with the Funding Donors (IFRC and HELP Logistics) Process vouchers for Cash Advances and liquidate the same in line with the usual accounting and auditing procedures Monitor reimbursement of revolving funds Attend to the internal concerns of the Team related to warehousing Process and follow ups pending Memos issued thru emails or verbal Check emails regularly and reply when necessary Advise requesting office that their request is approved and ready for withdrawal Process RIVs for signature of Warehouse Manager (WM), Admin Director (AD) Pre-numbering of RIVs for withdrawals Scan and email the copy to respective warehouses for withdrawals Maintain proper filing of warehouse documents for recording and future reference Monitor absences of WH team Route Memos for approval Facilitate shipment of documents or items requested to warehouses or Chapters
JOB SPI	ECIFICATIONS
Qualifications/Minimum Education: Graduate	of 4-year College Course
 Personal Qualities and Skills: Computer Literate Proficient in Verbal and Non-Verbal Communication Team Player Problem – solving ability Positive attitude Honest and trustworthy Professionalism Willingness to learn more 	Work Experience:
Equipment Used: Computer, scanner, printer, copier, telephone, and projector.	Working Environment: Office Based and Field Based

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Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners

Core Values: Focused, Fast, Friendly, Flexible, Forward Looking

All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.

Position Holder

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Immediate Supervisor's Name

WILSON N. ALEGADO

Signature over Printed Name and Date

Signature over Printed Name and Date