



Job Title:	Inventory Officer		
Division:	Fuel Marking Division	Gross Salary:	
Job Category:	Operations		
Reports to:	Head, Fuel Marking Division		
Purpose:	Maintain accurate measurement and control of marker and equipment issuing and inventory.		
Key Output:	Accuracy and efficiency in measurements and stock taking.		
Main Duties:	<ul style="list-style-type: none"> • Maintain accurate and up to date inventory records of fuel marker concentrate • Initiate, monitor, implement and review procedures required to avoid, prevent, reduce and detect theft and pilfering of the marker concentrate • Receive fuel marker concentrate into inventory, account for and issue to Marking Officers. • Receive and measure marker concentrate returned from the field. • Monitor stock level of fuel marker concentrate and other consumables and ensure that the Head of Division is informed • Initiate the process of reordering fuel marker concentrate • Prepare Injector and relevant cans with fuel marker based on the quantity of fuel to be marked • Blend marker concentrate as required to ensure the right specification is obtained • Issue out injector cans and blended concentrate to the Senior Marking Officers/Marking Officers as required • Facilitate inventory checks by internal and external auditors • Facilitate quality audits/checks by Authentix • Ensure hardcopy and electronic log, measurement and reconciliation sheets are kept, maintained and secured to ensure accountability of marker concentrate • Oversee monthly reconciliation of fuel marker concentrate with the Accounts Division • Take steps to minimise and measure contamination of the fuel marker concentrate returned by Marking Officers • Prepare monthly reconciliation report for fuel marker concentrate • Any other duties assigned from time-to-time by the CEO, Head of Division or his designate. 		
Key Competencies:	<ul style="list-style-type: none"> • Strong sense of responsibility and commitment; • Strong analytical and organisational skills; • Ability to execute instructions; • Strong written and oral communication skills; • Ability to lift 50 lb container unassisted; • Must be meticulous with a high level of honesty, reliability and professional integrity; • Computer literate. 		
Qualifications:	<ol style="list-style-type: none"> 1. A minimum of Certified Accounting Technician level 2 with two years related accounting experience or ACCA level 2 is required. 		