



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Assistant Inventory & Fixed Asset	DEPARTMENT: Administration
POSITION REPORTS TO: Senior Manager Administration	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Inventory tagging on new fixed Asset items.2. Inventory record updating in database.3. Keep track of moved inventory items and update time to time in database.4. Update the database as per Internal Auditor requirement with the Name of department heads.5. Identify the broken item and move in the store and ask for quotation for sold out after necessary approval with concern Committee.6. Prepares reports, such as inventory balance and shortages.	