

## JOB PROFILE - STORES OFFICER

<b>A. Job Information</b>	
<b>Job Title:</b>	Stores Officer
<b>Job Grade:</b>	
<b>Location:</b>	NAMLC
<b>Department:</b>	Procurement/ Supply Chain

  

<b>B. Job purpose:</b>	
<p><i>A brief statement outlining the overall purpose/reason for the existence of the job (one or two sentences).</i></p>	
<p>The Stores Officer is responsible for the efficient management of the warehouse, ensuring timely receipt, storage, issuance, and proper record-keeping of all materials, consumables, parts, and equipment used in the mining operation. The role ensures accuracy in stock levels, compliance with inventory policies, and seamless support to operations to prevent production delays.</p>	

  

<b>C. Responsibilities/Key Objectives:</b>	
<p><i>List five to eight major activities and contributions to the organisation for which this job is held accountable</i></p>	
1	Maintain accurate and up-to-date inventory records in the ERP or stock management system.
2	Monitor stock levels and communicate re-order requirements to the Procurement or Planning team.
3	Conduct periodic cycle counts and support full stock takes.
4	Identify and report slow-moving, obsolete, or damaged stock.
5	Receive materials, equipment, and consumables into the warehouse.
6	Verify quantities, specifications, and quality against purchase orders and delivery notes.

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Applications to:

The Recruiter

Northern Ashanti Mines

P.O. Box 26

Konongo

Email to: [info@northernashantimines.com](mailto:info@northernashantimines.com)

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7	Ensure proper documentation of all received items.
8	Report discrepancies, damages, or shortages promptly.
9	Ensure efficient, safe, and well-organized storage of all items.
10	Assign items to appropriate bin locations and update the system accordingly.
11	Follow proper storage conditions for sensitive materials (e.g., PPE, chemicals, lubricants).
12	Maintain the cleanliness and orderliness of the warehouse area.
13	Issue requested materials promptly and accurately based on approved requisitions.
14	Ensure correct documentation and update stock records after each issue.
15	Support operations with the timely provision of critical parts and consumables.
16	Prepare daily, weekly, and monthly stock status reports.
17	Maintain records of all stock movements (receipts, issues, returns, transfers).
18	Work closely with Finance to support stock reconciliations and audits.
19	Ensure proper filing and accessibility of all store documents.
20	Comply with all warehouse procedures, SOPs, and inventory control guidelines.
21	Follow safety protocols, including handling of hazardous materials.
22	Participate in departmental safety meetings and training.
23	Support internal and external audit activities.
24	Liaise with Procurement, Logistics, and User Departments for delivery follow-ups.
25	Coordinate with operations to ensure the availability of critical materials.
26	Provide feedback on supplier performance regarding quality and delivery timelines.
27	Any other tasks assigned by senior leadership.

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#### D. Inherent Requirements of the Job

The minimum qualifications, skills, knowledge, experience, and behavioural attributes are required to perform the job competently.

<b>Minimum qualification/s Experience</b> (A basic summary of the previous level of experience required to start in the position)	<ul style="list-style-type: none"> <li>• Diploma or Degree in Supply Chain Management, Procurement, Logistics, Business Administration, or related field.</li> <li>• 2–5 years' experience in warehousing or stores operations, preferably in mining, manufacturing, or heavy industry.</li> </ul>
<b>Technical competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of inventory management systems (SAP, Pronto, Sage, ERP, etc.).</li> <li>• Strong understanding of warehouse safety standards</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• High attention to detail and accuracy.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Excellent communication and reporting skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Strong ethical standards and integrity.</li> <li>• Ability to work independently and as part of a team</li> <li>• Strong numerical skills.</li> <li>• Excellent team player.</li> </ul>
<b>Business Behaviors</b>	<ul style="list-style-type: none"> <li>• Must show a high level of integrity.</li> <li>• Be detail-oriented.</li> <li>• Ability to plan strategically.</li> <li>• Problem solver.</li> </ul>

#### E. Job description agreement

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*The Manager or his/her nominee reserves the right to make changes and alterations to this job description as he/she deems reasonable, after due consultation with the job holder.*

We the undersigned agree that the completed Job Description gives an accurate outline of the job and represents the contents and requirements of the job.

Title	Name	Employee Number	Signature	Date

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