



CORNWALL REGIONAL HOSPITAL

VACANCY



Applications are invited from suitably qualified persons for the position of:

INVENTORY OFFICER - ISSUING (PIDG/RIM 3)

(Salary Scale \$ 2,190,302.00 - \$ 2,945,712.00 per annum)

The Cornwall Regional Hospital, under the Western Regional Health Authority, requires the services of an **Inventory Officer - Issuing (PIDG/RIM 3)** for the above location. Reporting to the Senior Inventory Officer, the incumbent will be expected to:

CORE RESPONSIBILITIES

- ✚ Issues goods in accordance with approved requisition requests
- ✚ Processes the issuing of goods through the Great Plain system before distribution
- ✚ Ensures that all supplies that are distributed are in good and acceptable condition
- ✚ Compiles and maintains records of quantity, type, and value of material, equipment, merchandise and other supplies in stock
- ✚ Monitors and requests re-stocking of items that have low inventory
- ✚ Rearranges and labels shelves as necessary to facilitate ease of locating items
- ✚ Compiles information on the issuing of material, goods, equipment, merchandise and other supplies
- ✚ Compiles inventory balance, price and costs using the computerized inventory System
- ✚ Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies
- ✚ Records and files requisitions received from the respective cost centres as per standards operating procedure
- ✚ Notifies the Senior Inventory Officer of general stock level, shortages and inconsistencies of critical items
- ✚ Reports problems encountered to the Senior Inventory Officer for corrective actions
- ✚ Ensures that store requisitions are properly completed and authorized by the Heads of Departments
- ✚ Prepare reports, such as inventory balance, on special projects
- ✚ Performs routine clerical duties, including data entry, answering the telephone, and providing updates to cost centre representatives on the status of goods to be delivered
- ✚ Assist with periodic stocktaking exercises
- ✚ Performs other related duties assigned by the Senior Inventory Officer

SPECIAL CONDITIONS ASSOCIATE WITH THE JOB

- ✦ May be occasionally required to work long hours, including weekends and public holidays as necessary to issue critical goods or equipment
- ✦ May be required to assist in lifting heavy items from time to time

QUALIFICATION & EXPERIENCE

- ✦ Associate in Business Administration or Supplies Management
 - ✦ Minimum of Two (2) years of working experience in Supplies Management and or Inventory Management
- or**
- ✦ Certificate in Inventory Management (MIND)
 - ✦ Three (3) years of working experience in Supplies Management and or Inventory Management

SKILLS/COMPETENCIES

- ✦ Effective verbal and listening communication skills
- ✦ Initiative
- ✦ Strong interpersonal skills
- ✦ Strong teamwork and cooperation
- ✦ Good customer service skills

Applications along with a detailed resume should be sent no later than **MAY 8, 2026** to:

Manager, Human Resource Management and Development
Cornwall Regional Hospital
P.O. Box 900
Mt. Salem
Montego Bay, St. James
Email: crhjobs@wrha.gov.jm

NB: ONLY SHORTLISTED APPLICATIONS WILL BE ACKNOWLEDGED