

28th October 2020

POSITION ANNOUNCEMENT

Laboratory Inventory Officer
Washington State University - Global Health Program (Kenya)
Vacancy No. W080

The Washington State University - Global Health (WSU-GH) Program (Kenya) which is a legally registered NGO. WSU GH - Kenya serves to manage a broad range of public health research projects in Kenya supported by WSU and its collaborating partners. The WSU Research Program has the following opening:

Position: Laboratory Inventory Officer (1 Position)

Location: Nairobi County

Reports to: Administrative Manager

Contract Duration: 12 months

Position Description:

The successful candidate will ensure that all Laboratories supplies are dispatched to the Laboratory Managers and an excellent tracking system is in place.

Duties and responsibilities:

- Maintain upstream and downstream levels of communication with the laboratory staff, procurement and warehouse teams.
- Distribution of information regarding the availability of laboratory consumables and reagents and other pertinent information to the laboratory staff and WSU-GH, Kenya management.
- Act as a resource person to the laboratory, warehouse and procurement teams regarding the orders and delivery statuses of supplies.
- Maintain adequate stocks of inventory in the laboratory while ensuring there is no wastage of consumables, reagents or product due to shelf storage expiration.
- Perform monthly, quarterly, and annual physical inventory counts for all laboratory supplies located at the laboratories.
- Generate inventory reports for laboratory consumables and reagents.
- Responsible for maintaining proper records of service contracts and repair/service history for all laboratory equipment.
- Responsibilities extend and apply to all locations and sites which the Laboratory may maintain, distribute, and/or utilize inventory in all of its various forms.
- Sharing weekly inventory reports with the Procurement Office and Technical team to ensure WSU GH Kenya management is aware of the stock levels for each project.
- Keep proper records for stocks issued to the lab as well as consumption of reagents and other associated supplies

Qualifications:

- Degree in Supply Chain Management or equivalent qualification from a recognized institution.
- Minimum of 2 years of experience managing inventory.
- Experience in Laboratory inventory management will be an added advantage.
- Proficient in MS Office.

Skills & Abilities:

- Good organizational and communication skills.
- Attention to detail and meticulous use of proper safety procedures.
- General knowledge of inventory management.
- Ability to work under minimum supervision.
- Flexibility and willingness to work extra hours if necessary.
- Strong sense of personal integrity.
- Good organization and multi-tasking skills.
- Excellent communication skills.

Interested candidates who meet the criteria above are encouraged to send in their applications.

To Apply:

Submit

- Cover letter highlighting your suitability for the advertised position.
- Current CV with contact information (phone and email addresses) of three (3) references.
- Copies of relevant certificates and transcripts.

by **2359Hrs (EAT) 9th November 2020** to cvm.allenschool.hrs.ghk@wsu.edu

Indicate **“Laboratory Inventory Officer”** in the subject line of your application email. Incomplete applications will not be considered. Please note that only shortlisted candidates will be contacted.

WSU is an equal opportunity employer; we do not charge any fee at any stage of the recruitment process.

About:

More information about Washington State University – Global Health Program, Kenya can be found at www.globalhealth.wsu.edu