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**POST OF LOGISTIC & PROCUREMENT ASSISTANT**

**Duties:**

1. Report to the Maintenance Engineer and in his absence to his Deputy.
2. Proper up keeping and maintaining of the store, tools and spare parts.
3. Maintain a minimum inventory of all items required.
4. Should the "first come first use" policy for spares consumption.
5. Responsible for receiving and issue of chemicals and consumables.
6. Prepare purchase requisitions, look for supplier and quotes.
7. Prepare and follow-up of purchase orders.
8. Follow up with suppliers for delivery of orders on time.
9. Follow up on Procurements
10. Issue and maintain inventory of tools.
11. Issue and maintain inventory of spare parts and consumables
12. Follow-up on spare parts, tools, chemicals. Polymers, laboratory reagents, consumables, etc. order status
13. General management of the fleet of vehicles and follow-up in regards to maintenance.
14. Ensure proper vehicle utilisation, maintenance, fuel consumption.
15. Maintain adequate vehicle administration files, including vehicle log sheets/books, fuel consumption, vehicle maintenance and repair and accident reports.
16. Ensure all vehicles are safe and road-worthy and drivers observe road safety rules.
17. Follow-up, Monitoring and Issue of PPE to personnel.
18. Maintain of all records.
19. Issue of spare parts, tools, consumables, etc.
20. Maintain and audit of assets register plant.
21. Support other departments during urgencies.
22. Assists in the maintaining the records of maintenance jobs carried out.
23. Ensure proper housekeeping of the store.
24. Preparation of monthly reports for consumption of key chemicals/consumables.
25. Perform any other ancillary duties.