



Inventory Officer



Inventory Officer

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

The inventory officer is responsible for overseeing, managing the organization's inventory levels and collaborates with other departments to meet inventory needs and contribute to optimizing stock levels.

Inventory Officer

Position: Inventory Officer
Reporting to: Finance Manager
Department: Finance
Position Type: Full-Time

Role Overview: This role involves maintaining accurate records, coordinating stocks movements and ensuring efficient inventory control processes.

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Qualifications	Essential	Desirable
Bachelor's degree in business administration, Economics, Supply Chain Management or a related field.	Yes	
Skills & Knowledge		
Proven experience in store keeping, inventory management or supply chain management.	Yes	
Familiarity with inventory management software and systems.	Yes	
Excellent communication skills.	Yes	
Excellent organizational and time management skills.	Yes	
Strong attention to detail and accuracy.	Yes	
Familiarity with education-specific accounting software.		Yes
Knowledge of relevant regulations in the education sector.		Yes
Experience working with school administrators and faculty.		Yes
Personal Traits		
Integrity and trustworthiness in handling confidential financial information.	Yes	
Analytical and problem-solving skills.	Yes	
Ability to work independently and as part of a team.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos		Yes
Ability to maintain a professional demeanour when dealing with sensitive financial matters or difficult customers		Yes



Key Responsibilities

1	Inventory Management:
i	Maintain Accurate and up to date records of inventory levels
ii	Monitor stock movement and conduct regular stock counts to reconcile discrepancies.
2	Order Processing:
i	Process and coordinate incoming and outgoing shipments.
ii	Generate and verify purchase orders to replenish stock as needed.
3	Collaborations:
i	Work closely with the procurement team to ensure timely and accurate delivery of goods.
4	Quality Control:
i	Conduct regular quality checks.
ii	Identify and report any issues or discrepancies in the inventory.



Key Responsibilities

5 Space Optimization:	
i	Organize and optimize warehouse spaces to accommodate inventory efficiently.
ii	Implement and maintain effective inventory solutions.
6 Documentation:	
i	Keep detailed records of inventory transactions and movements.
ii	Organize and optimize warehouse spaces to accommodate inventory efficiently.
ii	Prepare and maintain reports on inventory levels, turnover and stockouts.
7 Technology Utilization:	
i	Utilize inventory management software and tools to streamline processes.
ii	Ensure data accuracy and integrity within the inventory management system.
8 Problem Resolution:	
i	Address and resolve inventory related issues in a timely manner.
ii	Collaborate with relevant departments to prevent and mitigate stock shortages or excesses.



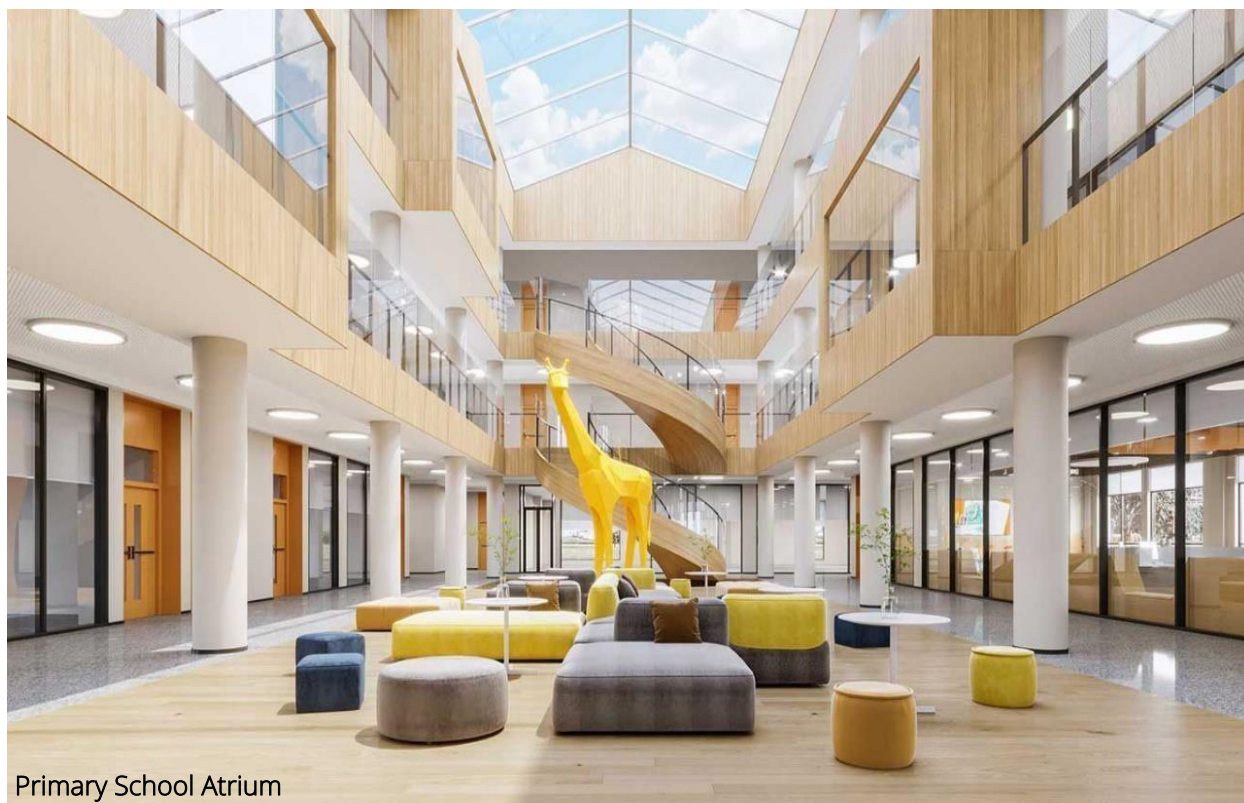
Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

Opening in September 2024, Charterhouse Lagos aims to set a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we aim to create students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ogombo on the Lekki Peninsula, Lagos. The secure compound will offer the best educational facilities in Nigeria. 24hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities will include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Atrium

The school will offer an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

The building is in progress and will be completed in 3 phases with the initial facilities for Years 1 to 4 opening in September 2024.



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required.

Salary

Competitive

Professional Development

Professional and international working environment. Professional Development and training opportunities

Pension

Benefits including pension health insurance.

Meals

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from September- August, in line with the academic year and entitlement is 21 days leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

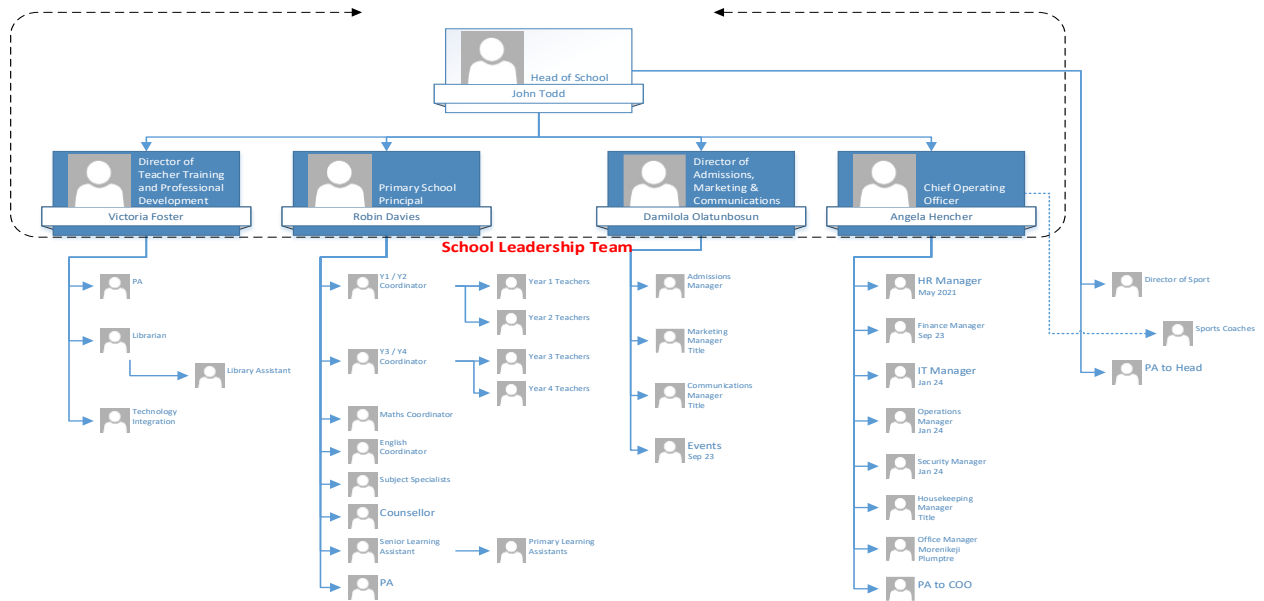
All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)

Organisation Chart:



Safeguarding

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Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group – Huntington Education Group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.