



CHARTERHOUSE
LAGOS



INVENTORY ASSISTANT



Inventory Assistant

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.

We are seeking a skilled and experienced Inventory Assistant who will be responsible for overseeing, managing the organization's inventory levels and collaborates with other departments to meet inventory needs and contribute to optimizing stock levels.

Job Description

Position: Inventory Assistant
Reporting to: Senior Procurement Officer
Department: Finance
Position Type: Full-Time

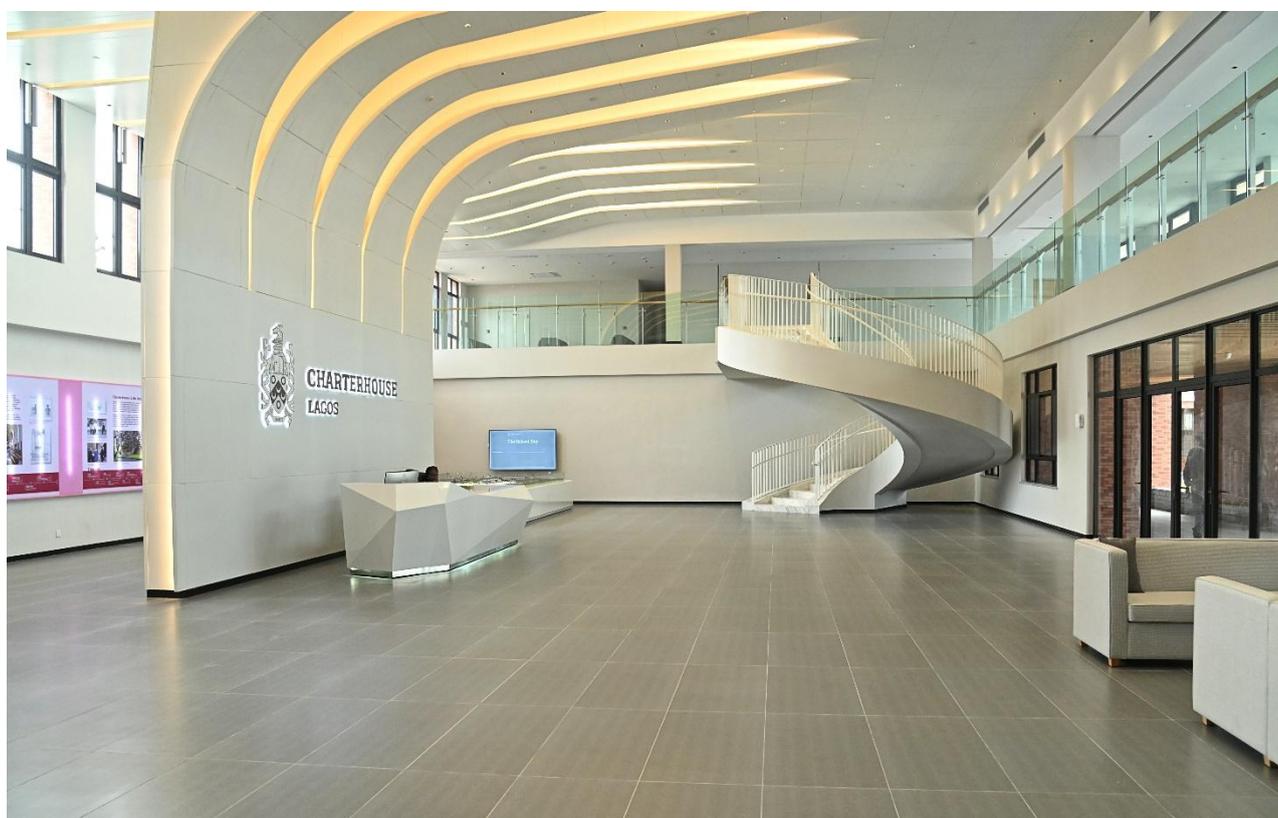
Role Overview: This role involves maintaining accurate records, coordinating stocks movements and ensuring efficient inventory control processes.

Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





| Qualifications and Experience | Essential | Desirable |
|---|------------------|------------------|
| Bachelor's degree in Business Administration, Economics, Supply Chain Management or a related field. | Yes | |
| Proven experience in store keeping, inventory management or supply chain management. | Yes | |
| Skills & Knowledge | | |
| Familiarity with inventory management software and systems. | Yes | |
| Excellent communication, organizational and time management skills. | Yes | |
| Familiarity with education-specific accounting software. | Yes | |
| Strong attention to detail and accuracy. | | |
| Ability to plan, prioritise, and respond to multiple requests while supporting the procurement process. | Yes | |
| Capacity to coordinate and guide downlines during necessary setups. | Yes | |
| Personal Traits | | |
| Integrity and trustworthiness in handling confidential information. | Yes | |
| Ability to work independently and as part of a team. | Yes | |
| Analytical and problem-solving skills. | Yes | |
| Ability to collaborate effectively with teachers, students, and other staff. | Yes | |
| Adaptability and willingness to take on new responsibilities. | Yes | |
| Commitment to upholding the values and ethos of Charterhouse Lagos. | Yes | |
| Ability to maintain a professional demeanour when dealing with all staff. | 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. |
| 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. | 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. |
| iii. | Stay updated on relevant regulations and attend training sessions where appropriate. |



Primary School Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating 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 offers the best educational facilities in Nigeria. 24 hour 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 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 Stem Room

The school offers 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.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

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



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 term-time, full year with occasional evenings and weekends as required by the schedule. Accommodation is NOT available.

Benefits

Professional Development

Professional and international working environment, professional development and training opportunities.

Health Insurance

HMO coverage for employees and their families.

Meals

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

Holiday

The holiday year runs from August- July, 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

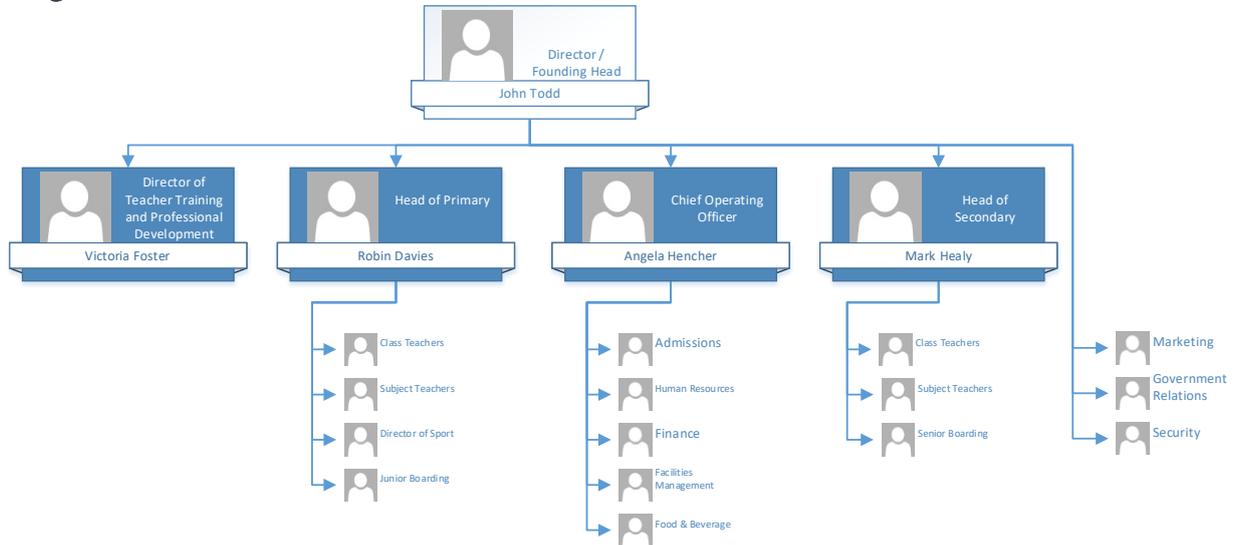
All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

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

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

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/The Huntington Education Group, 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) 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.