

## STOREKEEPER 2 QUESTIONNAIRE

SW/HRD/QSE/001.1 Issued on 15/01/2020

Date:

Name:

Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Establish and maintain Inventory Database using Microsoft Access.					
2.	Oversee overall furniture movement activities of Facilities Services Section Storage.					
3.	Controlling incoming and outgoing materials / items / inventories for storage facilities.					
4.	Sets up and maintains efficient storage and supply areas as assigned.					
5.	Maintains authorized stock levels and issues materials as required.					
6.	Ensuring that COMPANY vehicles assigned are properly used accordance to COMPANY Transportation Policy, Qatari Transportation Law and regulations. These vehicles must always be in excellent conditions.					
7.	Coordination of accidents of vehicles with the Transport and Travel Section.					
8.	Proficient in use of MS Office suite: Excel, Word, PowerPoint.					
9.	Establishing product warrantee database and follow-up defect warrantee claims.					
10.	Knowledge of Qatar import documentation requirements.					
11.	Read, Speak and Write English.					

Remarks: