

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **Regional Office**:

STOREMAN (LMO/TS 2 - Pay Band 1) - VACANT (1 Position)
(Salary range \$18,647 - \$22,720 per week and the relevant applicable allowances)

Job Purpose

Under the direct supervision of the Manager - Regional Inventory and Fixed Asset, the Storeroom Attendant is responsible for un/packing and organizing supplies received. The officer is also responsible for the removal and packing of items from the storeroom for distribution as directed by the Manager.

Qualifications and Experience

The ideal candidate must possess:

- Secondary school leaving certificate
- Minimum of one (1) year of experience in a similar capacity.
- CSEC passes in English Language and/or Mathematics is a definite asset.

Key Responsibilities will include:

- Ensuring that goods delivered are not damaged and that all items listed on the invoices are accounted for.
- Stocking and organizing goods received in the designated storage areas.
- Organizing existing inventory for easy and safe accessibility.
- Packing and or wrapping goods approved for distribution.
- Ensuring that goods removed from stock for distribution are done so based on the first in first out" principle or as directed;
- Ensuring the safe loading and unloading of goods onto vehicles as directed.
- Opening and closing the storeroom as directed.
- Dusting supplies in the storeroom to ensure that they are free from excessive dust and elements;
- Assisting with distributing/issuing supplies to relevant personnel/divisions as per requisition, and having them sign for receipt of goods;
- Assisting with the execution of monthly physical checks of stock levels.;
- Assisting with periodic and annual stocktaking exercises.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond the normal working hours as necessary to meet departmental deadlines.
- Required to lift heavy items and supplies frequently.
- Required to do frequent walking, standing and pushing.

Applications along with resume should be sent no later than **Friday, October 24, 2025** to:

Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.
E-Mail - jobs@srha.gov.jm

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

****PLEASE INDICATE THE NAME OF THE POSITION YOU ARE APPLYING FOR, IN THE 'SUBJECT LINE' OF YOUR EMAIL ****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED