

S221: Maintain and issue stationery stock items

Overview: Maintain, order, check and issue stationery stock items from external or internal suppliers.

Links: Business Resources

Specific skills:

- Auditing
- Checking
- Communicating
- Recording
- Reporting

Performance Indicators

Knowledge & Understanding

Maintain stationery stock levels

1. Maintain stationery stock items to required levels
2. Handle and store stationery stock safely and securely, maintaining its condition
3. Follow relevant organisational procedures
4. Carry out stock-takes, as instructed, and report problems
5. Order stationery stocks from suppliers
6. Chase-up orders with suppliers
7. Check incoming deliveries against orders and report any problems
8. Keep up-to-date, accurate and legible records of stationery stocks delivered and held

Issue stationery stock items

9. Issue stationery stock items as requested, following organisational procedures
10. Keep up-to-date, accurate and legible records of stationery stock items issued
11. Dispose of unwanted or damaged stationery stock items safely, following organisational procedures and legal requirements
12. Identify and recommend ways in which the system for receiving and issuing stationery stock could be improved

- A. The requirements for ordering, taking delivery, storing, stock-taking, issuing and disposing of stationery stock items
- B. The types of problems that may occur with deliveries and stationery stock items and how to deal with these correctly
- C. Methods of keeping up-to-date, accurate and legible records of stationery stock items
- D. The current level of demand for stationery stock items and factors which may affect future levels of demand
- E. How to handle and store stationery stock items safely and securely
- F. The different suppliers to order from
- G. Any differences in the way stationery stock items are ordered from internal and external suppliers
- H. Organisational procedures for issuing stationery stock items
- I. The circumstances in which receipts may be required for stationery stock items issued
- J. How to recommend improvements to systems
- K. Correct procedures for safe disposal of unwanted or damaged stationery stock items