Unit of Competency

Strategic Business Development and General Management > 9.4 Property Management

Title	Establish and sustain smooth supply chain of office equipment
Code	107583L5
Range	Monitor the supply of office equipment throughout the bank. This applies to physical assets of different kinds such as equipment, furniture and fixtures etc. which are owned or rented by the bank
Level	5
Credit	4

Competency	Performance Requirements
	1. Design measures on documents retention
	    Be able to:
	• Design rules and guidelines on keeping records about equipment and property including specifications, warranty information, service contracts, spare parts, purchase date, expected lifetime and others that might be of help to management or maintenance workers
	• Design guidelines on renewing warranty and guarantee documents
	2. Monitor the inventory level of assets
	    Be able to:
	• Implement supply chain management system to manage inventory of equipment, tools and materials across different locations and identify needs for placing orders
	• Monitor the inventory of spare parts for equipment, tools and other materials and document storage places and identify needs for placing orders
	• Ensure data of both on-hand and in-transit inventory visible so as to balance demand on inventory supply, increase inventory certainty within supply chain and reduce inventory cycle time
	• Identify inventory rules that can be automated to enable smooth daily operation of banking services
	• Increase cost-effectiveness and inventory yield by minimizing excess inventory, warehouse charge and unnecessary order processing costs
	3. Monitor the logistics of resources delivery
	    Be able to:
	• Develop delivery plan so as to optimize the movement of goods and materials throughout different business and operations units
	• Implement supply chain management system to support the movement of equipment, tools and materials across different locations
	• Source, select and appoint capable logistics vendors for ensuring secure, quick and flawless order processing

Assessment Criteria	The integral outcome requirements of this UoC are: • Identification of needs in placing orders by employing the most effective methods in monitoring inventory level • Managing the delivery or transition of goods by employing methods which can enhance the efficiency
Remark	