



The Kilombero Valley Teak Company (KVTC) (www.kvtc-tz.com) in Tanzania is Africa's largest privately owned teak forest and timber business. It is Tanzania's biggest exporter of timber products. To enhance this status and improve its performance, KVTC is looking for a suitable candidate for the position of Stores Supervisor (SS).

JOB TITLE: Stores Supervisor (SS)

REPORTING RESPONSIBILITIES

The Stores Supervisor (SS) reports to the Finance Manager (FiM), KVTC

DUTY STATION

Mavimba, Ulanga District, Morogoro Region

OBJECTIVE

The overall objective of the Stores Supervisor is to assist the Finance Manager with maintaining Store materials, internal controls and discipline in the finance department as well as across other departments including procurement.

The Stores Supervisor will oversee and direct the daily activities, schedules, and assignments of employees in storage, inventory, and distribution of materials and tools.

SUPERVISORY RESPONSIBILITIES:

- Interviews, hires, and trains clerks, stockers, and other warehouse staff.

- Oversees the daily workflow of the department.
- Assigns jobs and projects to staff to ensure that deadlines are met safely and accurately.
- Conducts performance evaluations that are timely and constructive.

DUTIES/RESPONSIBILITIES:

- Oversees receipt and verification of incoming shipments; ensures materials are unloaded, stored, and verified according to policy.
- Ensures that an accurate inventory record of finished goods is maintained in accordance with established procedures.
- Ensures orderly storage of incoming shipments and finished goods; maintains detailed records of available products and their storage locations.
- Conducts regular inventory checks, random checks on at least a weekly basis, and thorough checks on at least a monthly basis.
- Communicates results of inventory reviews to manager; collaborates with manager to schedule future shipments.
- Delegates fulfillment of customer orders to staff; maintains inventory database when orders are fulfilled.
- Performs other related duties as assigned

REQUIRED SKILLS/ABILITIES:

- Excellent verbal communication skills.
- Strong supervisory and leadership skills.
- Thorough understanding of Stores procedures and policies.
- Excellent organizational skills and attention to detail.

- Ability to keep accurate records.
- Proficient with Microsoft Office Suite or related software, and software used to maintain inventory.
- Female candidates with relevant qualification are highly motivated to apply for this job.

QUALIFICATIONS AND EXPERIENCE

Personal

- Self-starter and highly motivated individual
- Capable of working in remote areas with a diverse team of people

Experience

- At least 2 years of experience working in similar environment and position.
- Knowledge of stores and material management
- Ability to utilize Electronic Accounting Systems

Qualifications / Skills

- Relevant College Diploma in Material/Stores management
- Computer literate **is a must** (Excel, Word & Outlook)
- Excellent communication skills and fluent in English and Kiswahili

SALARY AND BENEFITS

KVTC will pay a competitive salary based on skills and experience.

HOW TO APPLY

Applicants should email their CV, copies of certificates and application letter by **NOT** later than the **10th of November 2023** to: hr@kvtc-tz.com

NB:

- **Only shortlisted applicants will be Contacted and scheduled for interviews.**
- **Only Tanzanian to apply**