



1. JOB TITLE: Depot Clerk

GLAV-229263

Dar es Salaam, Dar-es-Salaam, Tanzania

Job Purpose:

To ensure a high quality of Stock Control within the Operation and keeping Stock Losses to a minimum. To ensure the procedures pertaining to all functions within the Stock Control Department of the Distribution Centre is carried out with the utmost professionalism to ensure a smooth transition between principals and the Company. To continuously strive to improve the Physical Inventory process.

Key Accountabilities:

- Consistently achieve established key performance indicators for productivity, accuracy, and housekeeping.
- To ensure compliance with existing stock control.
- To ensure stock losses are minimized and investigated.
- To ensure stock protection is maintained.
- To ensure daily monitoring of stock procedures and Liaise with clients on Stock Control issues.
- To ensure stock adjustments are timeous.

- Provide a high-quality customer service to clients by means of reports.
- Daily compliance of stock functions, Plan and control stock counts
- Always ensure that operating procedures and standards and safe working practices are followed.
- Assist with the induction and training of new employees as and when necessary.
- Compile and submit relevant reports and statistics to Senior Management on a daily / weekly / monthly basis.
- Assist in stock take preparation and all stock take responsibilities as per the plan.
- Investigate and resolve all stock related queries.
- Take ownership to deal effectively with queries / requests / complaints.
- Active Participation in stock take planning, preparation, and physical stock count.

Qualifications & Experience :

- University Degree in Supply Chain Management
- Relevant professional qualifications
- Divisional Experience
- Develop relationships and maintain a positive environment and work ethic.
- Utilizes resources to exceed customer expectations.
- Understand and focus on customer requirements and needs.
- Delivers operational results by analyzing and solving problems in a structured way.
- Implements and supports change through motivating and influencing others.

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