



Position: Data Entry and Stores Intern

Reports to: Stores Manager

Location: Arusha

Grade: Intern

Deadline: 25th July 2024

DUTIES

1. Collection of purchased materials from suppliers or from our cargo transporters. When Procurement officer is busy / absent / on leave
2. Handing over installation materials and tools to technicians while going to site. Prepare DN's and copies of all relevant documents. After the return of technicians from site, signed copies of DN's from client's should be filled properly for reference.
3. Prepare the stores report after installation and share it with the Accounts department so that the client can be billed accordingly.
4. Requesting Quotes from our vendors and staying informed about the availability of the requested items as well as the lead times and Time frames that a procured item will take to reach our premises. Also you should know how to prepare cost sheets and payment summaries so that on the absence of the procurement officer, you can take charge
5. Posting Issues of material on AccTan software, as per the Deliveries handed over by the Procurement Officer to the technicians while they are going to site to perform their jobs. On their return (once installation is

completed) remember to reverse the materials that have not been used and add them back to inventory

6. Generating GRN's. This implies receiving items purchased into the AccTan software and registering them into our inventory according to their SKU's. This also applies to non stock items (JIT) that have been bought for specific projects. Also , receiving items physically into our stores, ensuring that they are in their best conditions & arrange them properly, after inspection. In case of any broken items, substandard or damaged items during transportation, fill in the delivery discrepancy form AND make sure that it is signed off by the transporter and produce copies of the document for follow up
7. Ensuring proper arrangement and organization of the WIP container. Ensure that all items are labeled as per project, and a list of material for that project is produced and made ready to proceed with, within a given time. It is your duty to make it easy to identify which materials have been purchased for that project and which ones haven't as per the techs installation list, with proper arrangement.
8. Ensure proper filling of invoice copies, LPO's, and GRN's before submitting them to accounts for our references. This means that you are also responsible for the proper movement of paperwork between our suppliers, stores and our accounts department
9. monitoring stock levels of stock items (especially fast moving stock) and installation accessories, & replenishing them timely. The stores should always be organized (with respective SKU's to make spot checks and stock taking easier to conduct on a monthly basis) and its your duty to make sure that it is smart and presentable at all times
10. Developing spreadsheets , inserting formulas, and developing templates that may be used for reporting and organizing data . This is to improve the quality of our reporting and to make the department's data manageable, simple and easy to digest while making decisions

Qualifications

- good driver with valid driving license
- organized and attention to details
- attention to details, ms-excel proficiency and good communication skills for proper coordinations with other departments
- Procurement & Logistics knowledge (diploma / certificate) to facilitate comparing of quotes, vetting and generally the thought process behind purchases should be backed up with valid experience of at least 1 year

- Attention to details, sharp / punctual (data is to be entered on time) , organized and takes initiative (self starter / NOT A PUSHOVER)
- Should be hands on, sharp, communicative , takes initiative, attentive to details, goes extra miles in following up and deriving solutions to problems, Computer literate (familiarity with accounting / inventory packages is an added advantage)
- hands on (physically active) , organized, smart, attentive to details and takes initiative
- communicative, organized, attention to details
- Knowledge / experience in inventory management and procurement (certificate / diploma) is key here
- Proficiency in the use of Ms-Excel, and other Ms packages (word, powerpoint etc) is very important in preparing / developing reports and presentations
- punctuality, discipline, positive attitude & boldness.....! this position is not for: candidates with too much excuses, candidates who abscorn, and definitely not for the lazy

All Interested candidates should apply via the following ([Apply here](#)) .

Only short listed candidates will be contacted