



JOB TITLE: Assistant Storekeeper

REPORTING RESPONSIBILITIES

The Assistant Storekeeper reports to Stores Supervisor

DUTY STATION

Mavimba, Ulanga District, Morogoro Region

OBJECTIVE

Assistant Storekeeper supports Store Supervisor in managing the daily operations of the stores. This role is responsible for receiving, storing and issuing supplies and materials while ensuring accuracy in inventory management.

DUTIES/RESPONSIBILITIES:

- Assist in receiving, inspecting and verifying incoming goods against purchase order
- Organize and store materials systematically, ensure easy access and proper labelling
- Assist in preparing and issuing materials and supplies to departments as requested
- Ensure proper documentation and record keeping for all goods issued or dispatched
- Maintain a safe, clean and organized storage area, ensure all items are stored properly
- Maintain accurate records of stock movements and transactions
- Assist in preparing stock reports, including inventory level, shortages and reorder points
- Follow health, safety and environmental policies and procedures in the store
- Collaborate with different departments to fulfil their material requests in a timely and efficient manner.

- Performs other related duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal communication 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.

QUALIFICATIONS AND EXPERIENCE

- Relevant College Diploma in Material/Stores management
- At least 2 years of experience working in similar environment and position.
- Computer literate **is a must** (Excel, Word & Outlook) and credit in mathematics
- Excellent communication skills and fluent in English and Kiswahili

HOW TO APPLY

Applicants should email their CV, copies of certificates and application letter **not later than Friday 4th October, 2024** to: hr@kvtc-tz.com

Only shortlisted applicants will be Contacted and scheduled for interviews.