



JOB TITLE: Warehouse Clerk: Helios Contract

GLAV-268102

Dar es Salaam, Dar-es-Salaam, Tanzania

Category: Operations

Operatives: Full-time Permanent

DHL Supply Chain Tanzania Limited

Key Accountabilities:

- It is our collective responsibility to always provide our client and their customer with quality service while seeking continuous improvement.
- Know and adhere to safety rules and regulations on site.
- Maintain good housekeeping habits in offices and other working areas.
- Guide employees in various working areas and ensure that they adhere to all safety rules and regulations and other related policies.
- Ensure accurate receiving/dispatch and put away of stocks received from suppliers as per relevant documents / procedures all systems (EAM/SAP).
- Indicate receipt/dispatch dates on all received/dispatched items for purposes of exercising FIFO.
- Ensure that stocks in the Warehouse are arranged by item and within marked areas and properly identified by use of row identification card / Bin Card.
- Perform receiving and dispatch duties as per the agreed SLA with the client to avoid any penalties.
- Reconcile stocks through cycle counts and ensure any variances are reported before the monthly stock take for adjustment.
- Ensuring the Warehouse is always tidy by way of observing neatness in stock arrangement and removing any unnecessary materials / items from your working

- Report to the supervisor areas that need attention e.g. (allocation of resources to clean etc.) to always keep you working area tidy or any repair work to machines, other equipment's, or warehouse.
- Ensure no damage of stock, FLT's or other assets on site. Immediate report for any damage to stock FLT or other assets.
- Follow all security measures at all times.
- Ensure posting of all documents is done accurately and on time, including report submissions.
- Ensure accurate raising of Load Verification for all goods loaded.

Qualifications:

- University Degree.
- Good Customer Service Skills.
- Degree in Information Technology, Record Management, and Procurement and Logistics Management.
- 3 years of experience.

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