



# SERENA HOTELS

SAFARI LODGES AND CAMPS  
HOTELS • RESORTS

## **JOB VACANCY:**

Tourism Promotion Services (TPS), Serena Hotels is a collection of 22 up-market hotels, safari lodges, camps and resorts within 7 Countries in the Eastern Africa region (Kenya, Tanzania, Zanzibar, Mozambique, Uganda, Rwanda, DR Congo).

We are renowned for our presence in magical locations and have the highest reputation for standards and service. We at Serena recognize that human resources are our most important asset, and significant resources are allocated annually towards staff development.

We are currently seeking qualified individual for the position of **Head Storekeeper at Dar Es Salaam Serena Hotels.**

Position summary:

The Head Storekeeper will be responsible for overseeing the efficient operation of the stores. This role includes managing inventory, ensuring accurate record-keeping, and maintaining stock levels to meet organizational standards and needs. The Head Storekeeper will supervise a team of storekeepers, handle procurement processes, and ensure compliance with safety and quality standards. The position requires strong organizational skills, attention to detail, and the ability to lead and motivate a team to achieve operational goals.

## **DUTIES AND RESPONSIBILITIES:**

- Inventory Management by overseeing inventory control, including stock levels, stock rotation, and reconciliation of physical counts with recorded figures.
- Ensure timely ordering and replenishment of supplies.
- Coordinate with the Purchasing officer to procure goods and materials as needed.
- Maintain accurate records of inventory transactions, including receipts, disbursements, adjustments and Prepare reports on inventory status and usage.
- Ensure they are Familiar with safety regulations and best practices also adherence to safety standards in the storage and handling of goods.
- Implement procedures to prevent loss, damage, theft and any other risk related issues in the department.
- Lead and manage a team of storekeepers, providing training, guidance, and support.
- Ability to Assign tasks and monitor performance to ensure efficient and accurate operations.
- Develop and implement procedures to streamline storekeeping processes, enhance efficiency, and reduce operational costs.
- Address and resolve any issues related to inventory or storekeeping that impact internal or external customers.

## **Competence:**

- Good command of English.
- Should have knowledge in inventory management software and computer proficiency.
- Excellent communication skills.
- Strong organizational skills.
- Attention to details and should be analytical.
- Should possess leadership and team management skills
- Committed to maintain high standards

- High ethical standards
- Should be a person with a drive
- Has a positive attitude
- Full of Enthusiasm

**Minimum Qualifications:**

1. Bachelor's degree in Procurement and supply chain management.
2. Registered under PSPTB will be an added advantage

**Experience:**

- Minimum of 3 years working experience in inventory or storekeeping in hospitality industry
- Proven experience in stores within the hospitality industry, preferably in a five-star hotel setting.

**Human Resources Manager – Dar es Salaam Serena Hotel**

Sent via email to: [jobvacancy.daressalaam@serenahotels.com](mailto:jobvacancy.daressalaam@serenahotels.com) on or before 8<sup>th</sup> December 2024.