



## **JOB OPPORTUNITY AT POWER PROVIDERS:**

### **JOB TITLE: STORE MANAGER**

Power Providers is seeking an individual to take responsibility for carrying out the following tasks.

#### **Key Duties & Responsibilities:**

1. Being responsible for recruitment, management, supervision and training of department employees
2. Being responsible for maintaining the organization, cleanliness and appearance of the store.

- To ensure that procurement processes enables continued client supply responsiveness with quality products
- Shelves and racks are properly allocated, marked and securely stocked.
- Physical stock are located in their various locations in an organized, accountable and tidy fashion
- Ensure that all invoice quantities/prices match with client LPOs physically and electronically
- Ensure that all goods received are in accordance with the Power Providers standards and specifications and are undamaged.
- Sort and raise requests for credit notes to suppliers.
- Liaise and cooperate closely with the accounts department in order ensure cash flow continuity

### 3. Administers operational procedures for stock management activities:

- Verification of incoming and outgoing goods with appropriate tracking tools,
- Handling and disposition of materials
- Keeping stores inventory current.
- Ensure accurate record keeping using computerized stock taking system keeping and reconciliation of stock movements verified by a monthly stock take, comparing computerized records against physical stock.
- Generate a monthly report which clearly and concisely illustrates the main stock movements and issues for a particular month together with a stock valuation outline.
- Perform annual stock take, follow up reconciliation with reporting on stock variance, work in progress, goods in transit and associated valuations for year end accounting purposes.
- Establishing store procurement listings for imported stock in a timely fashion based on stocking levels, cash flow status and scheduled installations.
- Deriving stock and ancillary equipment procurement listings based on project installation listings and technician feedback.
- Initiating and tracking defective stock and warranty processes
- Ensure that all stock importations are accompanied in a timely fashion by all documentation and certification required to ensure smoothly clearance through the port of embarkation
- Ensure that the tax liabilities of all importations (as prescribed by the TZ HS Codes) and any duty and/or VAT exemptions are clearly understood before the clearance process starts.
- Monitor (track) and advise on the importation process for all shipments in coordination with the freight forwarder/Clearing agent.
- Responsible for security and safety of store, to ensure that sufficient inventory is available at the store to avoid being out of stock.
- Responsible for collating daily sales and other necessary reports.
- Ensure that all goods released for project implementation and the subsequent returns are quickly reported on a per project basis to facilitate invoice reconciliation by accounts

### 4. Overseeing the loading and dispatch of goods going to the installation sites or clients.

- To supervise the receipt and packing of materials going to and coming from installation.
- Physically supervise loading of dispatch items and issue accurate delivery notes inclusive of serial numbers.
- Ensure that copies of all relevant documents are provided.
- Ensure that all relevant copies of delivery are returned duly stamped/signed with receipt confirmation for record keeping

5. Establish and maintain an asset tracking register for all Power Providers hard and soft assets, together with asset inventory marking and regular asset verification and valuation assessments.

6. Establish procurement and tracking system for non stock purchasing, issuance and return that:

- Minimizes cash purchasing
- Maximizes product quality
- Establishes main supplier credit facilities
- Optimizes/minimizes staff travel time to town

7. Check and report on status of pre sold stock so as to avoid double selling

8. Establish and institute an online store keeping software package using SKU codes for stock tracking

9. Establish Stores and Procurement Protocols together with a manual that outlines these protocols together with guidelines directing correct stores management procedures.

10. Report directly to the Managing Director

This application form must be completed to apply for a job at Power Providers in Arusha, Tanzania. Before applying, please take a moment to review our website ([www.powerproviders.co.tz](http://www.powerproviders.co.tz)).

Application Form: [APPLY HERE](#)

The form consists of three sections. Please ensure all sections are completed before clicking **"Submit"** at the end.

Deadline for Application: **26th February 2025.**

