

We are seeking a dedicated and detail-oriented Store Keeper to manage and maintain our extensive inventory. The ideal candidate will be responsible for overseeing the receipt, storage, and issuance of materials, updating the ERP system with individual items, maintaining industry standards, whilst ensuring the efficient and organized operation of our storage facilities.



Store Keeper

We are looking for,

- Receive, unload, and shelf incoming materials and verify the accuracy of shipments.
- Maintain organized and efficient storage of all items within the inventory.
- Update and maintain records of stock levels and movements using the ERP system.
- Conduct regular inventory counts and reconcile variances.
- Ensure proper handling and storage of materials to prevent damage or spoilage.
- Prepare and maintain documentation related to inventory activities.
- Coordinate with purchasing and procurement teams to ensure adequate supply of materials.
- Monitor and report on stock levels to avoid shortages.

What you need,

- Proven experience as a store keeper or similar position.
- Familiarity with inventory management systems and procedures.
- Strong organizational and time-management skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Good physical stamina and coordination to handle and move goods.

Join our team and be a part of our commitment to excellence in managing our inventory efficiently and effectively.

Please apply by emailing your CV to the provided address with the contact details of two non-related referees. Indicate the position you are applying for in the subject line of the email. The deadline to apply is within 14 days of this advertisement. An attractive and negotiable remuneration package with other fringe benefits will be offered to the right candidate based on qualifications and experience.

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