



Job Description

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Job Title

Graduate Trainee - Store Management and Work Order Planning

Job Location

Dar es Salaam

Category

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Job Type

Internship

Job level

Internship

Industry

Construction

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

Construction: 1 Years

Secondary Industry

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Primary Category

-

Secondary Category

-

Certificate

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Qualification

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Summary

The Graduate Trainee for Store Management and Work Orders Planning will support the operational efficiency of the MLBV Integration Yard. This role involves assisting in the physical management of the store, conducting inventory reviews, and supporting the implementation of a weekly work order system. The trainee will work closely with the E&I Construction manager, the storekeepers, and project engineers to ensure accurate tracking of materials and effective planning of resources.

Responsibilities

Store Management

- Assist in the physical management of the store under the project subcontractor's supervision.
- Conduct physical stock checks every two weeks and report discrepancies.
- Support proper labeling, storage, and tracking of received and dispatched materials.
- Participate in weekly inventory review meetings to track material lists.
- Collaborate with logistics and procurement teams to ensure timely material availability.

Work Orders Planning

- Support the implementation of a weekly work order system.
- Help update work order templates reflecting resource allocation.
- Assist in tracking work order progress and reporting on completion status.
- Ensure work orders cover all aspects of yard activities and support planning efforts.

Education & Qualifications

- A Bachelor's Degree or Diploma in Logistics, Supply Chain Management, Engineering or related field.

Requirements

- Fresh Graduates to one year of experience.

Characteristics

- Basic understanding of inventory control and project planning.
- Proficiency in Microsoft Office tools, especially Excel, Word, and MS Project.

- Strong organizational and communication skills.
- Ability to work collaboratively in a fast-paced environment.
- Attention to detail and commitment to data accuracy.
- Willingness to learn new systems and planning tools.
- Team-oriented with a proactive attitude.
- Familiarity with digital documentation and Workflow systems is a plus.

Driving Licence

Not Required

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