



Job Description

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Job Title Warehouse Coordinator	Job Location Pemba	Category -
Job Type Full Time	Job level Intermediate	Industry Construction
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Supervise and control the warehouse team, carry out inputs and outputs, handling and shipping of the products, delegation of tasks, present periodic report.

Responsibilities

- Ensure the organization and maintenance of storage warehouses, carry out control and release of materials and equipment from the warehouse, issue consumption and cost reports on various materials for the sectors.
- Carry out periodic inventory
- Other activities related to the department.

Education & Qualifications

- Bachelor degree in Administration, Accounting, or relative area
- FIFO and ABC Curve knowledge.
- Informatics (Word, Excel and Internet);

Requirements

- Minimum of three (03) years of experience in the position.

Characteristics

- Leadership;
- Initiative;
- Organization;
- Verbal and written fluency

Driving Licence

Not Required

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