

# **Job Description**

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Job Title Job Location Category

Warehouse Keeper Dar es Salaam Warehouse Management

Job TypeJob levelIndustryFull TimeIntermediateManufacturing

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget Max Budget Primary Industry

- Manufacturing: 2 Years

Secondary Industry Primary Category Secondary Category

- Warehouse Management: 2 Years -

Certificate Qualification

## Summary

The Warehouse Keeper will be in charge of managing the stocking of the warehouse and the dispatching, receiving, and release of goods and raw materials.

## Responsibilities

- Ensure that warehouse is well organized, clean, and controlled to sufficiently support production, internal and external clients.
- Receiving physical materials into the warehouse, organization and good practice for storage & handling of goods
- Ensure that all raw materials, packaging, and finished products are used and stored in order to prevent any loss.
- Coordinate with the production team on raw material issuing for production and receive finished goods using the FIFO method.
- Manage control measures to ensure mistakes, inaccuracies and discrepancies are highlighted and reported. This includes
  maintaining the warehouse process of physical and inventory reconciliation through scheduled audits
- Stock count and periodic inventory audits you are expected to systematically counter check the stock levels in the warehouse
- · Ensure timely delivery of goods according to the dispatch plan
- Overseeing loading of products to customers and confirming against the delivery note with proper documents for Dispatch.
- Issue order forms in the SAP system for the supply of products with the appropriate authorizations.
- Implement good practices for storage & handling of goods in the warehouse.
- Keep up to date with all procedures applicable to the warehouse according to Company standards.
- Ensure R&D is informed of goods received in the warehouse for quality control reasons.
- Ensure all expired stock is quarantined in a designated area for easy access to be sold/Disposed
- Provide Procurement with physical stock levels every Friday morning
- Ensure that IBCs are cleaned and available. Provide in/out report of IBC's

#### **Education & Qualifications**

Advanced Diploma or Degree

#### Requirements

- Min. 2 years of experience in a warehousing role
- · Must have good excel skills
- Must understand basics of accounting and warehousing
- ERP experience if possible

### **Characteristics**

- Self-starter
- · People skills
- · Organizing skills
- · Attention to detail
- · Excellent communication skills in Swahili and English
- Accuracy in the numerical abilities
- Regular and on-time attendance
- Will be required to work overtime / At night when required.

# **Reporting To**

Supply Chain & HR Manager

# **Driving Licence**

Not Required

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