



# Job Description

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<b>Job Title</b> Warehouse Keeper	<b>Job Location</b> Dar es Salaam	<b>Category</b> Warehouse Management
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Manufacturing
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Manufacturing: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Warehouse Management: 2 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## 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

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- 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**

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- 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**

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Supply Chain & HR Manager

### **Driving Licence**

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Not Required

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