



JOB DESCRIPTION

i. General

Job Title:	Stores Assistant
Division:	Finance
Department:	Supply Chain
Reports to:	Supply Chain Officer
Reporting into this Role:	None
Job Purpose:	Coordinating stores operations daily and overall store inventory control management

ii. Duties and Responsibilities

1. Maintain stock, supplies and inventories and consistently updating a list of inventories purchased and those issued out.
2. Liaise with the Finance and Procurement departments for fast supplies, delivery purchase and payment.
3. Ensure work orders are correct and fully completed and that all stock is allocated to the right end user.
4. Produce weekly reports to ensure that key critical areas of stock system are controlled, discrepancies addressed and resolved.
5. Schedule and manage stock take in all areas of the organization.
6. Monitoring stock by setting the critical stock levels to ensure proper stocks management.
7. Verifying the quantity and quality of goods/materials and ensuring receipt and issue of accompanying documents.
8. Issuing materials for use by the different user sections/departments.
9. Storing and proper handling of materials in accordance with the prevailing procedures and systems.

iii. Qualifications

1. Education

- Degree in business or technical subject from a recognised University.
- Candidates with a Diploma in Purchasing and Supplies in addition to a university degree will be given preference.

2. Job Experience

- Minimum 2 years' relevant work experience.

3. Membership

- Member of by Kenya Institute of Supplies Management (KISM) or any other relevant professional body in good standing.



- iv. **Key Competencies - Skills/ Knowledge/ Aptitude**
- Computer literate with working knowledge of Ms-Office.
 - High level of integrity
 - Good interpersonal skills