

WE ARE HIRING



Job Title: Storekeeper (2Positions)

Location: Nairobi

Our clients, one a Marketing Agency and the other, a Steel Manufacturing Company are looking to engage a **Storekeeper** to handle inventory management.

Key Responsibilities:

- Monitor stocks, reorders and receive inventory at the store
- Inspect deliveries to ensure both quality and quantity of all items are in line with the delivery documentation
- Ensure proper record keeping and manage all documentation in the store
- Organize and maintain proper inventory in the store to ensure efficient material storage and handling

Skills & Qualifications:

- Diploma or degree in a Procurement & Supplies or a related field
- 2-3 years of experience in a similar role.
- Attention to details
- Computer proficiency with excellent organizational skills
- Ability to work with and in a team

Interested and qualified candidates should share with us their updated CV and Cover Letter to info@atarahsolutions.co.ke Application should be received on or before 20th December, 2024. Only shortlisted candidates will be contacted.

