

JOB DESCRIPTION

Storekeeper

Department: Finance

Section: Stores

Reports to: Head of Stores, and in his absence to the person appointed to act in their authority

Date: 23rd June 2026

I. Position Summary

As the Storekeeper, you will be assigned responsibilities in all aspects of the store operations as guided by the Head of Stores.

II. Key Responsibilities

- **Receiving of Goods and Services:** Accept deliveries from suppliers in line with company procedures; verify quality, quantity, and compliance with purchase orders in collaboration with procurement and the user department(s).
- **Inventory Management:** Monitor and maintain accurate stock levels; conduct regular cycle counts to ensure consistency between physical stock and system records; implement corrective actions for discrepancies as guided by the Head of Stores.
- **Issuance and Distribution:** Issue and distribute goods according to company policies; ensure timely and efficient issuance of items to relevant departments.
- **Supervision of Staff:** Oversee and guide staff assigned responsibilities within the stores; ensure operational efficiency and adherence to company standards.
- **Record Maintenance:** Keep all store records secure and up to date; update bin cards daily to reflect stock movements.
- **Documentation:** Process and file relevant documents accurately; post purchase orders into the system promptly and correctly.
- **Reporting:** Prepare and circulate daily reports as directed by the Head of Stores; provide insights on stock levels, movements, and operational challenges.
- **Stock Taking:** Actively participate in monthly company-wide stock takes; support reconciliation of physical counts with system records.
- **Health and Safety:** Ensure compliance with workplace health and safety standards; promote safe handling, storage, and distribution of goods.

III. Qualifications & Experience

- **Education:** Undergraduate degree in any related field.
- **Experience:** At least two years' experience in a medium-sized to large FMCG/Logistics/floriculture store or a construction company.
- **Computer Skills:** Experience working with the Ms-Office kit.
- **Communication:** Ability to communicate effectively — both oral and written.
- **Numeracy:** Good with numbers.
- **Other:** Ability to work in a multi-culture, multi-race environment; high integrity and honesty.