

Phomas Diagnostics and Medical Supplies Ltd

CWT Street, Biafra- Kinondoni, Plot no. 275, Block no.42,
P.O Box 76317, Dar es Salaam.

Telephone Nos. +255 755 378 111; +255 682 916 351

Email: info@phomasdiagnostictstz.com; sales@phomasdiagnostictstz.com

WAREHOUSE WORKER /DELIVERY DRIVER

Age: 25-35

Gender: Male

Work station: Dar es Salaam

Job Purpose

The job of Warehouse Worker/Delivery Driver established for the purpose/s of coordinating and participating in the receipt, storage, loading and unloading, delivery, and inventory of supplies, equipment, and other materials. Ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining and organized warehouse layout; and ensuring safe operation of vehicles.

The candidate reporting to Directors

Essential Functions

- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Drives vehicles for the purpose of transporting orders and materials to designated sites.
- Loads delivery vehicles for the purpose of ensuring that all items and supplies are properly secured.
- Maintains and cleans warehouse facilities as assigned for the purpose of keeping them in orderly, clean and safe condition.
- Maintains various files and records (e.g. temperature logs, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
- Maintains vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes a variety of documents and/or materials (e.g. warehouse supplies, mail, textbooks, films, packages, bank deposits, etc.) for the purpose of disseminating information and/or materials to appropriate parties and/or ensuring the proper storage of materials and supplies.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct and/or inspecting items for damage.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the status of deliveries, and/or reporting discrepancies to appropriate personnel.
- Stocks equipment and supplies for the purpose of maintaining required inventory levels.
- Unloads items for the purpose of distributing shipment to assigned site locations and/or individuals.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and warehousing software applications.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; and working as part of a team; lift, carry, push, pull or guide up to 50 pounds individually or more than 50 pounds with assistance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 20% walking, and 45% standing.

Requirements

Experience	Job related experience -Mandatory
Education	Secondary Education or Higher
Clearances	Criminal Justice/Fingerprint Clearance –Mandatory TB Clearance-Required
Continuing Educ. / Training	As needed
Required Testing	Pre-employment Medical Examination -Mandatory Pre-employment Physical Capacities Test-Required
Certificates & Licenses	Valid Driver’s License –Mandatory National ID -Mandatory

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ONLY qualified candidate should send , Cover latter explaining why qualifies for the job post, curriculum vitae (Cv) with three referees and Passport Size by email to info@phomasdiagnostictsz.com and recruitment.phomasdiagnostictsz@gmail.com not later than 18 July 2020.

STRICKLY NO PHONE CALLS!

