VANCANCY

Fast growing company is now seeking to recruit dynamic self-motivated and high integrity with relevant qualification to take up challenging following position:-

Post Title: **STORES OFFICER**

Location: **Dar es Salaam**

Start Date: **08/04/2013**

Key Tasks:

a. Prepare and maintain a record of the amount, kind and value of the items on hand.
b. Supervises packing, shipping and receiving all kinds of goods and materials.
c. Records distribution of stock items
d. Maintain control records showing stock on hand; stock on order and stock used during previous periods.
e. Review stock records and recommend or initiate ordering of supplies to maintain adequate
f. Assist the ordering of special items
g. Maintain and performing inventory of supplies stored in the store's receiving unit, reviewing specifications and price of items to determine the best type for use, and preparing special and other reports, as necessary.
h. Receive, storing and issuing goods.

.

Qualifications and Experience:

a. A degree or diploma in store management or procurement and supplies with two years' experience in receiving, storing, issuing and accounting for property in a store unit.
b. Ability to exercise extreme accuracy in the maintenance of shipping and receiving records.
c. Must have the ability to perform physical labor in moving stocks and maintain work area in clean and orderly conditions, and the knowledge of sources of supply related to specific department.
d. Ability to work independently and as part of a team.
e. Attention to detail and ability to prioritize
f. Ability to maintain confidential information

Interested applicants are requested to submit their CV, Cover letter and scanned certificates, including contact details for 3 references, before the close of business on March 30, 2013. Applications should be addressed via e-mail to bk.investment@yahoo.com stating the position being applied for in the subject line. **Only short-listed candidates will be contacted.**