

Construction – Store Keeper at Clovers Management & Training Consultants Ltd

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

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Success in the staffing industry depends on one thing: placing the right person in the right position. How is this accomplished? By knowing one's clients and candidates! Since , Clovers Management & Training Consultants Ltd. has worked with thousands of businesses We have created dedicated, long-term partnerships with our clients, and we take great pride in understanding each individual business's needs. Our candidates are screened, interviewed, and tested to ensure that they are qualified to do the job and are compatible with your company culture. We provide only talented, dedicated professionals who will help you meet your goals. At Clovers Management & Training Consultants Ltd. we consistently bring success to our clients and candidates, confirming that quality counts

Responsibilities

Responsible for all stock activities including, receiving deliveries, coordinating stock, documenting transactions and maintaining records.

Controlling all the storage activities with an accurate monitoring (material in/out) system.

Receives and inspects all incoming materials and reconciles with purchase order and packing lists.

Generate reports, documents and tracks damages and discrepancies on orders received on a daily basis.

Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes.

Maintains files appropriate to the activities of the unit, such as invoices, order number, receiving date, shipping date, etc.

In charge of the protection and security of the goods up until consumed.

Monitoring the quantities available on stock with a clear picture of the material delivered (to whom and when).

Coordinate with subcontractors in order to deliver them the material approved in each Request for Material (which have been approved by the GM/ Purchasing manager) and prepare the checkout voucher following the request.

Inform immediately when material requested is no more available.

Performs other related work as required.

Ensures cleanliness of work areas.

Job Qualifications

A Diploma in Store keeping or procurement

More than 2 years of relevant experience as a store keeper.

Must have experience in the construction industry

Problem solver with a realistic can do attitude.

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