

Stores Supervisor at Unity Homes

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Unity Homes is a Kenyan-based real estate development company. Our aim is to create happy, beautiful communities, by providing professionals and their families with affordable, investments grade and high quality homes. Our current project is,Unity West, a residential estate in Tatu City, Nairobi. The low rise estate of houses, is currently under construction.

Reporting to : Project Manager or his designee(s).

Job Specifications :

Minimum of a degree in Stores Management or previous experience in a similar role/environment.

5 years experience in inventory management and reporting

Proficiency in Microsoft excel

Added advantage – trained ISO : awareness/internal auditor

Job Responsibilities :

Complete store administration and ensure compliance with policies and procedures.

Maintain outstanding store condition and visual merchandising standards.

Prepare, coordinate and implement consolidated procurement plans and ensure user departments adhere to it in line with approved budgets on the ERP.

Maintain store staff job results by training, counselling and monitoring employees.

Ensure the availability of merchandise by executing purchasing plans and maintaining inventories.

Secure merchandise by implementing security systems and measures.

Maintain the stability and reputation of the store by complying with legal requirements.

Manage all controllable costs to keep operations profitable.

Manage stock levels and make key decisions about stock con.

Supervise and lead all maintenance processes of site vehicles and light equipment (concrete mixers,concrete vibrator.

Track expenses and oversee the budget for maintenance.

Create and implement maintenance procedures.

Conduct regular inspections of the facilities to detect and resolve problems.

Plan and manage all repair and installation activities.

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