

Warehouse Clerk Internship at Summit Human Resource & Marketing Consultant

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

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Summit HR & Marketing Consulting team brings more years of combined experience in human resources consulting, strategy and management. Our consultants become an integral part of your management team, providing hands-on assistance with a variety of human resource concerns.

Internship Duration: 6 months

Salary: Transport allowance will be provided

What You Will Do

Assist in managing accurate stock transfers during the receipt of inbound shipments into the warehouse and from the warehouse to loading.

Monitor stock movement in the warehouses and ensure effective product tagging and issuing procedures are followed at all times.

Assist in Supervising the picking of products to loading and ensure that loaders adhere to the picking lists as generated from the system.

Facilitate stock movement in the warehouse and ensure proper arrangement of stocks for ease of stock count and independent verification.

Ensure the warehouse is regularly cleaned, maintained and stock well stacked.

Ensure that all relevant procedures, SOPs and routines are followed and adhered to in line

with the company policy, procedures and requirements.

Any other tasks as required by your supervisor.

Qualifications

Diploma/Degree in supply chain management

0-1 year of experience in Inventory/Warehouse clerk in a retail or manufacturing firm and

Good understanding of stock related operational and control requirements

Smart and sharp in problem-solving and analytical skills

Ability to prioritize and work on own initiative

Skilled in analysing and solving stock discrepancies in the shortest time and way possible.

Skilled in using computer and Excellent IT skills.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with those contracted in the course of work

Knowledge of local laws, regulations and policies governing inventory.

Ability to organize documents, and information from multiple sources.

Ability to effectively write reports, maintain documentation, and complete required forms.

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