

Warehouse Officer at BURN Manufacturing

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

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BURN designs, manufactures, and distributes aspirational fuel-efficient cooking products that save lives and forests in the developing world. BURN has revolutionized the global cookstove sector by proving the business case for selling a high quality, locally manufactured and unsubsidized cookstoves. Since , BURN has sold ,+ high quality, locally manufactured and unsubsidized jikokoas â,,ç stoves in East Africa. These stoves have helped 1,,+ beneficiaries save \$39 million in fuel expenditures and , tons of wood while reducing indoor air pollution by 65%. BURN currently sells ~10, stoves per month and intend to double sales by the end of .

Summary

We are looking for a Warehouse officer to participate in our warehouse operations and activities. Warehouse officer responsibilities include storing materials, picking, packing, and scanning orders. The goal is to increase efficiency, profitability, and customer satisfaction.

Duties and Responsibilities:

Inventory Management and Planning: Lead all inventory and management efforts in the county. Control the stock and setting up stock points at the county level.

Inbound Logistic: Manage all the receipts stock at the stock point and distribution countywide and ensure last-mile delivery.

Outbound Logistics: Ensure seamless transfer of stock from the central warehouse to the

agents across the county. Manage the vehicles and plan the logistic roadmap.

Carbon Registration: Ensure all carbon data requirements are adhered to at the warehouse/stockiest point.

Aftersales: Collects the damaged stoves from customers and delivers the repaired or replaced to the customer. Manages the repair station.

Forecasting: Own all shipment forecasts and liaise regularly with the sales team and Ops at HQ.

Asset Management: Manage all the assets at the warehouse, and manage license renewal and rent.

Reporting: Send daily updates and reports to Field Operations Manager.

Skills and Experience:

Proven working experience as a Warehouse Worker

Proficiency in inventory software, databases, and systems

Familiarity with modern warehousing practices and methods

Good organizational and time management skills

Ability to lift heavy objects.

Diploma in supply chain management or relevant qualifications.

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