

Job Title: Store Keeper

Job type: Full time

Responsibilities:

- Recording & maintaining of Inventory for product & consumable items
- Ensuring smooth warehouse operations & 5S of the warehouse.
- Receiving parts from suppliers
- Coordinating with procurement department
- Issuance of parts to production on daily basis based on production plan
- Keeping & maintaining record of inventory, issuance, receiving & rejection.
- Generating gate passes for all types of goods entering & leaving the factory.
- Train new team members in warehouse team
- Assist inventory lead in execution & record keeping of all documentation related to store (like issuance & rejection records, consumption data & gate passes etc.)
- Any other tasks assigned by the reporting officer(s).

Skills:

- Good computer skills. ERP software experience will be a plus
- Proficient with data entry & Excel
- Ability to meet deadlines
- Ability to solve problems
- Good communication skills
- Positive attitude & values teamwork

Requirements:

- Education: Matric/FA/O/A Levels
- 1-2 years hands-on experience
- Self-driven & process oriented
- Able to follow SOPs efficiently & consistently