

STOCKS CLERK (25k – 30k)

Our client is one of the leading furniture retailers in the region. They're looking to hire a Stocks Clerk to join our team and take control of retail stock activities. The incumbent will be responsible for inventory Management - monitoring products coming in and out of the branch, all transfers of products from the Warehouse to the Branch and placing orders.

Location: Nairobi

Salary: KES 25,000 – 30,000

Responsibilities:

- Verifies outstanding deliveries and ascertains that pending deliveries are dealt within reasonable time.
- Oversee inventory movement
- Updates follow up notes if customers are ready for taking deliveries.
- Ascertains that items that are physically being taken from the stock office for deliveries are the same that are being loaded on the truck
- Ascertains that all accessories are available, tests the product(s) before delivering to the client.
- Ensures that the stock room is clean and tidy and that products are well stacked with proper labelling.
- Ensures that damaged products are separated from other products.
- Ensures that products which are similar but have different code are separated from each other.
- Provides support to the Supervisor and Senior Stock Clerk for stock inventories
- Assists the Supervisor and Senior Clerk in working on Stock Office reports within stipulated deadlines.
- Verifies if products delivered to the stock office correspond to what on the purchase order (PO) and the delivery note (DN) from received from the suppliers.
- Processes (GRN) reception of the products on the system then inputs all the relevant data; notes down the receipt number on the Delivery note per date.
- Receive Delivery Note and confirm the products. Ascertains that the products are in good condition.
- Should there be any discrepancies; the stock clerk needs to inform the supervisor and dispatching unit immediately.
- Implementing Inventory loss control programs
- Conducting quality checks on inventories in the store.
- Preparing inventory management reports to be shared with management on a monthly basis.
- Receive daily shipments and unpack, sort and store items in correct stockroom and warehouse locations that allow for easy access according to documented standards
- Inspect all items for defects, ensure item counts match shipping manifests, mark items using tags and labels and record item details in manual and/or digital inventory lists daily

- Calculate, verify and correct inventory documents as needed including physically counting items, comparing actual counts to listed inventory figures, investigating any discrepancies and updating inventory records with accurate information
- Maintain detailed inventory records of stocked items, incoming and outgoing deliveries, and minimum and maximum inventory levels to facilitate accurate handling procedures
- Prepare delivery notes for transfers of stock to the warehouse and showroom as well as clients deliveries.
- Assist stock supervisor as needed with various tasks including cleaning the warehouse, finding and disposing of excess or obsolete stock, training new stock clerk personnel and ensuring stock areas meet documented safety standards
- Perform daily maintenance of supplies, equipment, tools and storage areas according to standard procedure

Requirements:

- Bachelor's degree in Supply Chain Management
- Excellent interpersonal, communication and presentation skills.
- Minimum 2 years' experience in inventory control.
- Excellent analytical skills.

Does this sound like you?

Send us your application to recruit@leeandmyles.co by 15th December 2022. Please indicate 'STOCKS CLERK' in your email subject line. The first interview will be done on video via Google Meet and successful candidates will be notified for the second in-person interview.