

JOB DESCRIPTION – STORES SUPERVISOR

Overall Job Purpose

The purpose of this job is to ensure efficiency in terms of supervision and coordination of activities of workers engaged in loading and unloading of hardware materials. Assigns job tasks to workers according to loading and unloading schedules, and observes loading of conveyance to determine conformance to loading patterns and to prevent shifting or damage to goods during transportation.

Primary Duties and Responsibilities

- a) Supervises offloading and loading of goods
- b) Attendance keeping and payment of staffs
- c) Ensuring that the right goods are loaded and in a proper manner for customers or for delivery as per the receipt
- d) Ensuring that staking are done in the correct way and as per the recommended standard
- e) Checking of conditions of goods/damages while offloading and indicating the invoice details clearly before sending the report for posting
- f) Ensuring the vehicles are packed rightfully in the yard and are not blocking the passage way
- g) While receiving / offloading stocks or goods, ensuring the right goods in terms of condition, number, size and quantity are offloaded/loaded
- h) Informing the purchases departments, in cases of breakage or losses on goods immediately
- i) Receiving and implementing of stock transfer orders
- j) Determine staffing levels and assign workload
- k) Maintain items record, copies of document necessary information and utilize reports to project warehouse/stores status
- l) Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- m) Any other duties assigned by management from time to time.

QUALIFICATIONS AND SPECIFICATIONS

- Must be KCSE certificate holders, those with additional professional qualifications will have an added advantage.
- A Bachelor's degree or Diploma in Business Administration, Financial management or equivalent qualifications are preferred
- At least five (3) years' practical experience in a similar position
- Demonstrate capacity and experience in a similar role.

KEY SKILLS REQUIRED

- Strong analytical skills
- Strong organizational skills
- Hands-on commitment to getting the job done
- Excellent communication and interpersonal skills
- Proven ability to direct and coordinate operations
- Strong organizational and time management

Qualified and eligible candidates to send CV, certificates and testimonials quoting **STORE SUPERVISOR** (job title) as the email subject to info@consolidatedhrsolutions.co.ke.

Only shortlisted candidates will be contacted.