



Job title	Storekeeper
Department /Field of experience	Department of logistics
Role type	National
Travel involved	In-country
Duty post	Kumba
Length of Contract	12 months
Salary	Competitive

Job Description/Scope of work

Responsible and in charge for receiving stocks from the suppliers and maintain a proper good record and distributions when needed.

Responsibilities

- Handle packaging and labeling of stocks or products.
- Manage daily outgoing of orders.
- Assist with the daily stock take.
- Perform production duties.
- Report to the logistic manager.

Qualifications/competence

- a.) Professional qualification in store management.
- b.) Should have more than 2 years working experience in similar capacity.
- c.) Able to work under pressure.
- d.) Experience in inventory control or record keeping and store keeping.
- e.) Able to perform and manage warehouse operation activities.
- f.) Good communication skills
- g.) Good knowledge of the computer
- h.) Fluent in English.

All positions are fully open for one year with possibility of renewal based on available funds Send your CV and cover letter to human_r@ameffoundation.org. The subject should be the **position you are applying for. Deadline for application 20th January 2021.**

Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2)** days after the deadline, consider your application unsuccessful.