

Stores Assistant

JTL-FA-SA-07-26 | Accounting, Auditing & Finance | Contract | Posted on August 8th, 2026 | Expires on August 7th, 2026

STORES ASSISTANT ROLE.

We are seeking to recruit a Stores Assistant responsible for supporting the day-to-day operations of the stores by receiving, issuing, recording, and safeguarding inventory in accordance with established Company procedures. The role will ensure accurate stock records, proper storage of materials, and timely support to internal users to facilitate efficient business operations.

STORES ASSISTANT JOB RESPONSIBILITIES:

- Receive and issue materials physically and accurately record all stock movements in the ERP system.
- Verify the quantity and condition of materials received before acceptance into the stores.
- Assist in dispatching materials to regional stores and field teams through the established stock transfer process.
- Ensure all inventory is properly stored, labelled, and arranged to facilitate easy identification and retrieval.
- Maintain cleanliness, orderliness, and safety within the stores.
- Conduct routine stock counts and participate in periodic stock takes to ensure inventory accuracy.
- Assist in maintaining accurate inventory records and reconcile physical stock against system records.
- Prepare and maintain stores documentation, including Goods Received Notes (GRNs), Stores Issue Vouchers (SIVs), Stock Transfer Orders (STOs), and other inventory records.
- Support equipment recovery, returns, and disposal processes in accordance with Company procedures.
- Report damaged, obsolete, or slow-moving inventory to the Stores Officer.
- Liaise with internal departments to facilitate timely issuance and replenishment of materials.
- Assist in resolving inventory discrepancies and responding to stock-related queries.

- Ensure compliance with Company policies, procedures, and inventory control standards.
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STORES ASSISTANT QUALIFICATIONS:

- Diploma in Supply Chain Management, Procurement, Stores Management, Business Administration, Logistics, or a related field.
 - Minimum of two (2) years' experience in stores, inventory, warehouse, or logistics operations.
 - Experience working with an ERP or inventory management system; SAP experience will be an added advantage.
 - Knowledge of inventory management principles and stock control procedures.
 - Proficiency in Microsoft Office applications, particularly Excel.
 - Good organizational and record-keeping skills with a high level of accuracy.
 - Good communication and interpersonal skills.
 - Ability to work independently and as part of a team.
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Location: Jamii Towers

Department: Finance & Accounts

Job Type: contract