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| D:\i2  Logo | Job Description – Store Keeper |

**Job Specification:**

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| Divisions Activity | Operation |
| **Director’s Title**  | Operations Director |
| **Manager’s Title** | Logistics Manager  |
| **Direct Superior's Title** | Warehouse Manager  |
| **Position’s Title** | Store Keeper |
| **Number of Subordinates:** |  |
| **Number of holders of the same title** | 20 |
| **Work Station/Premises Location** | Branches store |
| **Total Number of years of experience** | 3 years |
| **Professional experience** |  |
| **Age (Average)** | 23 - 26 |
| **Required Qualifications** | Secondary school certificate – post school certificate is a plus |
| **Major Responsibilities:*** Implement company Standard Operating Procedure SOP and its feedback systems as regards store inventory
* Adhere to store work instructions.
* Control Daily sales cycle including receiving goods, Sales Reps. loading, daily retorting stock take, van offload and DAP items receiving and storage.
* Maintain and implement the daily inventory cycle
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| **Skills:** |
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| * **Language Skills:**

Good English Language Skills (Reading and Writing) |
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| * **Computer Skills:**

Professional users’ knowledge of MS Excel and Power Point |
| * **Other Skills:**
* Time management.
* Strong supervision stills.
* Communication skills
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| **Person’s Profile**: (self-motivated, presentable, logical, good listener, communicative, self-confident, communicative, etc.) |
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| Organized |
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