

JOB ADVERTISEMENT

ISOAF Tz Limited is a Tanzania -incorporated company with its head office in Dar es Salaam and its plant in Nzega District, Tabora Region .The Company is expecting to commence its operations as a Thermal insulation System Contractor for East Africa Crude Oil Pipeline (EACOP) Project.

POSITION: STORE KEEPER

Place of Work: Nzega,Tabora

Reporting to: Senior Site Buyer

Job Description for

- Process inventory for delivery
- Receive and issue items from stores
- Sort, organize and store inventory in the proper location
- Package items and label correctly
- Report damaged or missing inventory to supervisors
- Make sure that goods are arranged in proper manner
- Make sure that goods received are accompanied with all required documents like certificates, Materials Safety Data Sheets
- Make sure inventory is moved from trucks or shipping and delivery to proper location
- Update logs and documentation for inventory processing
- Move materials from facilities to workstations, pick-up locations, or other locations
- Follow all safety procedures in site
- Ensure workspace is free of debris and remove safety hazards from aisles
- Work as an active team member to complete team goals
- Prepare documentation and inventory for audits

Education and experience

- At least diploma stores/material management or equivalent
- At 2 to 3 years' experience in stores management
- Registration with PSPTB will be added advantage
- Knowledge in use of excel and word
- Knowledge on the use of SAP will be added advantage
- Able to work night, weekends, and holidays
- Good verbal and written communication skills
- Able to work in a fast-paced environment
- Pays attention to detail and monitors the quality of inventory

Apply to: hr-tanzania@isoaf.com

Deadline: 12th August 2022

Please note that, should you not be contacted for more than two weeks after the deadline, consider your application unsuccessful