

Career Opportunity

The Standard Group PLC comprises, **The Standard Newspapers, The Nairobiian, KTN, KTN News, Radio Maisha, Standard Digital and Think Outdoor Services.** The Group is looking for a qualified, experienced and self-motivated, individual to fill the following position in our Procurement & Supply Chain Department.

WAREHOUSE ASSISTANT

The job holder will be reporting to the Procurement Manager and will be responsible for daily monitoring of stocks, spares and consumables.

KEY RESPONSIBILITIES

- Receipt and verification of stocks and assets against purchase orders and proper maintenance of records/documents (GRNs, Copy of Invoice and Delivery notes).
- Manage relationships with suppliers, buyers, internal customers and other key stakeholders.
- Participate in monthly stock counts as appropriate and reconcile physical stocks to ERP system balances.
- Ensure compliance to stock management procedures, while optimizing warehouse operations and safeguarding warehouse contents and equipment.
- Adhere to the strict reporting deadlines for monthly reports and stock reconciliations.
- Ensure proper storage and accuracy of routine issues to the user departments against authorized requisitions and posting the information to the ERP System.
- Maintain a log/register of all invoices and GRNs processed and forwarded to accounts Payable for matching.
- Observe strict security, safety, fire detection and prevention procedures throughout the store.
- Carry out any other assignments as directed by the supervisor

QUALIFICATIONS & EXPERIENCE

- Diploma in Procurement / Supply Chain Management
- KISM or CIPS qualifications
- Minimum 2 years' experience within a warehouse role
- Experience in using an ERP System will be preferred
- Attention to detail and accuracy skills
- Prior experience in Manufacturing or FMCG industry will be an added advantage

If you possess the above qualifications and have the drive to meet the challenges, visit our website www.standardmedia.co.ke/recruitment to browse through the current openings/vacancies and apply not later than **25th September 2017.**

Please note that ONLY shortlisted candidates will be contacted.

The Standard Group is an equal opportunity employer and as such, canvassing of any form will lead to automatic disqualification