

POSITION DESCRIPTION



STOREKEEPER

Position No.	MEL2206
Vacancy Type	Internal & External
Classification	OSII 10
Salary	Negotiable
Employment Type	Contract – Full time (permanent position available)
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: https://www.mauritiusmetroexpress.mu/job-vacancies/</p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org</p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - Human Resources Manager Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201</p> <p>The envelope or the title of the email should be clearly marked “Storekeeper”.</p>

Position deadline	Friday, 22 April 2022 Application made without completed MEL Application Form and received after the closing date will not be considered.
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<p>Job Title: Storekeeper</p> <p>Reporting Line: Manager, Logistics</p> <p>Function/Division: Service Support Division</p> <p>Location: Ebene/Richelieu</p>	<p>Qualifications:</p> <ul style="list-style-type: none">(i) Possess a Higher School Certificate; and(ii) Have at least 2 years of experience in storekeeping, inventory control or record keeping;(iii) Possess a valid driver’s license and willing to acquire and maintain forklift certification
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Attributes:

- (i) Possess solid knowledge of proper bookkeeping, warehouse management and inventory management;
- (ii) Familiarity with standard concepts and best practices in a stockroom or warehouse environment and have the skills to operate common office equipment;
- (iii) Be computer literate, and possess analytical mind with ability to make accurate mathematical computations, and hands-on competencies in data entry, data analysis and management;
- (iv) Must be organised with ability to handle multiple priorities and deadlines, and able to work independently and/or with team in a dynamic work environment;
- (v) Excellent administration skills with high level of integrity and have a customer service approach.

Duties & Responsibilities:

The incumbent shall be in-charge of the following:

1. Maintain receipts, records and withdrawals of the stockroom; ensuring that all items leaving the stockroom are accounted for and internally requisitioned properly;
2. Maintain the neatness and tidiness of the stockroom;
3. Maintain strict control over store access;
4. Liaise and provide info to inter-department on stock status, as and when required;
5. Receive, unload and shelve supplies;
6. Ensure that procured materials/services are requisitioned properly, and all received items meet all aspects of quality, safety, timeliness and best value to the company;
7. Inspect deliveries for damage or discrepancies, report those to accounting for reimbursements and record keeping;
8. Take appropriate action for care and preservation of the materials;
9. Rotate stock and coordinate the disposal of surpluses;
10. Ensure adequate record keeping and manage all documentations to confirm proper stock levels and maintain inventory control;
11. Coordinate the handling of freight, the movement of equipment and necessary minor repairs;
12. Perform other stock-related duties, including stock count, returning, packing, pricing and labelling supplies;

13. Responsible for maintaining an orderly and safe work area, and maintaining familiarity with operating procedures, general rules and regulations; and
14. Perform other tasks and related duties as assigned.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.