

# POSITION DESCRIPTION



## STOREKEEPER

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| Position No.      | MEL2206                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Vacancy Type      | Internal & External                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Classification    | OSII 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Salary            | Rs. 18,700 x 500 – 22,700 x 600 – 27,500 x 800 – 28,300.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Employment Type   | Permanent position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| How to Apply      | <p>Online applications are preferred.<br/>For online application and downloading Application Form, please visit: <a href="https://mauritiusmetroexpress.mu/job-vacancies/?lang=en">https://mauritiusmetroexpress.mu/job-vacancies/?lang=en</a></p> <p>Via email:<br/>Applications together with scanned copies of academic qualifications can also be emailed to: - <a href="mailto:career@metroexpressltd.org">career@metroexpressltd.org</a></p> <p>Via post:<br/>Applications together with scanned copies of academic qualifications can also be addressed to: -<br/><b>Human Resources Manager</b><br/><b>Metro Express Ltd</b><br/><b>Richelieu Branch Road</b><br/><b>Richelieu 71625</b></p> <p>The envelope or the title of the email should be clearly marked “Storekeeper”.</p> |
| Position deadline | <p><b>Monday, 22 December 2025 at 15.00</b></p> <p>Application made without completed MEL Application Form and received after the closing date will not be considered.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Job Title:

Storekeeper

**Reporting Line:**  
Manager, Logistics

**Function/ Division:**  
Service Support

**Location :** Richelieu

**Qualifications:**

- (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.

**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:

- I. Maintain receipts, records and withdrawals of the stockroom; ensuring that all items leaving the stockroom are accounted for and internally requisitioned properly;
- II. Maintain the neatness and tidiness of the stockroom;
- III. Maintain strict control over store access;
- IV. Liaise and provide info to inter-department on stock status, as and when required;
- V. Receive, unload and shelf supplies;
- VI. 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;
- VII. Inspect deliveries for damage or discrepancies, report those to accounting for reimbursements and record keeping;
- VIII. Take appropriate action for care and preservation of the materials;
- IX. Rotate stock and coordinate the disposal of surpluses;
- X. Ensure adequate record keeping and manage all documentations to confirm proper stock levels and maintain inventory control;
- XI. Coordinate the handling of freight, the movement of equipment and necessary minor repairs;
- XII. Perform other stock-related duties, including stock count, returning, packing, pricing and labelling supplies;
- XIII. Responsible for maintaining an orderly and safe work area, and maintaining familiarity with operating procedures, general rules and regulations; and
- XIV. 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.**

**Date: 22 November 2025**