



1. **Job title: Store keeper (9 post)**

Reporting to: Admin Manager

Location: Tarime -Mara region.

Duties & Responsibilities

1. To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
2. Tallying and Physical verification of delivered cargo against manifest and purchase order and delivery documents and assisting in preliminary quality checking.
3. Organized proper identification, location and display of material stacking.
4. Issue out directly purchased materials to end users as specified on transaction records according to MGM issuing procedures.
5. To prepare daily report for fast movable item and submit to HOD
6. Conducting daily perpetual and submitting to management before 8:00am
7. Periodical stock verification and ensure correctness of stock at all times.
8. Report immediately all stock discrepancies to supervisor
9. Maintain a high level of housekeeping within the warehouse and external storage areas

QUALIFICATIONS:

Bachelor's degree or Diploma in Materials management, Procurement and Supply Chain Management or Equivalent.

Must have Computer knowledge –

Knowledge of using Tally ERP will be added advantage

Ability to work under minimum supervision.

Working experience:

- 1-3 years working experience.
- Previous mining experience will be added advantage.

Please send applications to Recruitment@matongogold.com

Deadline will be: 05 March 2024

2. Job title: Human Resources Assistant

Reporting to: Senior HR Officer

Location: Tarime -Mara region.

Overview:

Human Resources Assistant will work to ensure that HR department's day-to-day operations are running smoothly. He/she will provide support to HR department in the followings:

Organize and manage employee records.

Assists in the recruitment process.

Addressing employee questions or concerns related to HR policies during onboarding .

Updating employees files.

Assist in resolving employee conflicts.

Assist in conducting employee surveys.

Coordinate employee recognition activities.
Schedule training sessions.

Maintaining employee training records.
Assist in the logistics of training programs.

Assisting employees with benefits enrolment.

Answering benefits-related questions.
Ensure compliance with benefits regulations.

Assist in the collection, organization, and analysis of HR data like employee.

Demographics, turnover rates, and training KPIs to generate HR reports.

Maintain compliance-related documentation.

Academic Qualification:

- Bachelor degree or Diploma in Human Resources Management.
- Foreign certificates must be certified by TCU or NACTE

Working experience:

- 1-3 years working experience.
- Previous mining experience will be added advantage.

Please send applications to Recruitment@matongogold.com

Deadline will be: 05 March 2024