



EMPORIO TILES TANZANIA LIMITED

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Job Ad: Inventory Clerk at EMPORIO TILES TANZANIA LIMITED

Position: Inventory Clerk

Location: Dar es Salaam, Tanzania

Company: EMPORIO TILES TANZANIA LIMITED

Employment Type: Full-Time

About Us:

EMPORIO TILES TANZANIA LIMITED is a leading provider of high-quality tiles and related building materials. With a strong commitment to excellence, we serve the needs of both residential and commercial clients across Tanzania. Our company prides itself on offering exceptional products and services, and we are looking for a dedicated Inventory Clerk to join our dynamic team.

Job Description:

We are seeking a detail-oriented and organized Inventory Clerk to manage our inventory operations efficiently. The ideal candidate will be responsible for maintaining accurate inventory records, ensuring stock levels are adequate, and supporting the warehouse team in day-to-day operations.

Key Responsibilities:

- **Inventory Management:** Monitor and maintain accurate records of stock levels, including receiving, storing, and distributing materials and products.
- **Stock Reconciliation:** Perform regular inventory counts and reconciliations to ensure inventory accuracy.
- **Order Processing:** Assist in processing orders, ensuring timely and accurate fulfillment of customer orders.
- **Data Entry:** Accurately enter inventory data into the company's inventory management system.
- **Quality Control:** Inspect incoming shipments for accuracy and quality, reporting any discrepancies or damages.
- **Reporting:** Prepare and submit inventory reports to management, highlighting any stock discrepancies or shortages.
- **Collaboration:** Work closely with the warehouse, procurement, and sales teams to coordinate inventory activities and resolve any issues.

- **Safety Compliance:** Adhere to all safety protocols and procedures in the warehouse environment.

Qualifications:

- **Education:** A university degree or diploma in logistics, supply chain management, or any other related field.
- **Experience:** Previous experience in inventory management or a similar role is an added advantage.
- **Skills:** Strong organizational skills, attention to detail, and proficiency in using inventory management software.
- **Communication:** Good verbal and written communication skills in English and Swahili.

How to Apply:

Interested candidates are invited to submit their CV to hr@abctanzania.com Please include "Inventory Clerk Application" in the subject line.

Application Deadline: 20/08/2024.

Join EMPORIO TILES TANZANIA LIMITED and be a part of a company that values dedication, innovation, and excellence in service. We look forward to welcoming a new member to our team.