



VACANCY

We are looking for a result oriented and energetic professional who can work under minimal supervision to fill the vacancy of **Store Keeper**.

Reporting to the Warehouse Supervisor, the selected candidate will be responsible for;

1. Stock Control and Management:

- Carrying out physical stock reconciliation
- Reporting to the Supervisor on any identified variances
- Ensuring stock rotation

2. Updating Stock Movement

- Receiving stock from production and issuing to Forklift operators
- Providing reports on received and dispatched stock
- Ensuring that stock movement is documented and monitored for compliance to set procedures and guidelines.

3. Stores Administration:

- Ensuring that all records relating to stock are well maintained and are up to date
- Ensuring a clean environment

SKILLS AND KNOWLEDGE REQUIRED

- Communication skills
- High analytical skills
- Inter personal skills
- Computer literacy
- Analytical with high level attention to details
- Time management
- Result-oriented
- Flexible

QUALIFICATIONS AND EXPERIENCE:

- Degree in any business related course
- One year relevant experience.

APPLICATION PROCEDURE:

If you meet the above requirements and are interested in taking up this opportunity, send your application, accompanied by a detailed CV and copies of your academic certificates to the Human Resource Manager, Crown Beverages Limited, P.O. Box 20021, Kampala - not later than **28th May 2021**.