
Job Advert
Assistant Storekeeper

Job Title: Assistant Storekeeper

Location: Mavimba, Kilombero District, Morogoro Region

Department: Administration

Reports to: Stores Supervisor

Position Type: Full-Time

Job Purpose:

The Stores Assistant supports KVTC by ensuring efficiency, accuracy, and value in the daily operations of the stores. This role is responsible for assisting in receiving, storing, and issuing supplies and materials while maintaining proper records and inventory control. The Stores Assistant also supports the Stores Supervisor in monitoring and improving store processes to maximize availability of materials and provide quality service to operations.

Key Responsibilities:

- Assist in receiving, inspecting, and verifying incoming goods against purchase orders.
- Organize and store materials systematically, ensuring proper labeling and easy access.
- Prepare and issue materials and supplies to departments as requested.
- Ensure proper documentation and record keeping for all goods received, issued, or dispatched.
- Maintain a safe, clean, and organized storage area, ensuring items are stored properly.
- Keep accurate records of stock movements and transactions.
- Assist in preparing stock reports, including inventory levels, shortages, and reorder points.
- Follow health, safety, and environmental policies and procedures in the store.
- Collaborate with different departments to fulfil material requests in a timely and efficient manner.
- Perform other related duties as assigned.
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Required Skills/Abilities:

- Excellent verbal communication skills.
- Thorough understanding of storekeeping procedures and policies.
- Strong organizational skills with keen attention to detail.
- Ability to maintain accurate records.
- Proficient in Microsoft Office (Excel, Word, Outlook) and inventory management software.

Qualifications and Experience

- Diploma in Material/Stores Management or a related field.
- Minimum of 2 years' experience in a similar role and work environment.
- Computer literacy **is a must** (Excel, Word & Outlook) with strong mathematical skills.
- Excellent communication skills, fluent in both English and Kiswahili.

HOW TO APPLY

Applicants should email their CV, copies of certificates and application letter not later than **Friday 08th October 2025** to: **hr@kvtc-tz.com**

Only shortlisted applicants will be contacted and scheduled for interviews.