



Job Title: Warehouse Associate

Department: Supply Chain

Duty Station: Jibu Uganda Warehouse

Job Level: Mid- management level

Reports To: Country Manager

Type: Full Time

Job Purpose:

The purpose of the Warehouse Associate is to manage the warehouse and ensure stock integrity, availability and accuracy at all times. Perform; receiving, storage, issuance and recording all transactions for all Jibu acquired inventory, spare parts, equipment, chemicals, and other materials needed for continuous operations to help ensure all warehoused items are available in the right quantity, right place, and right time and in the right condition.

The Warehouse Associate needs to serve Franchisees and their needs effectively and with a high customer satisfaction mentality.

Duties & Responsibilities:

Warehouse Operations:

- Oversee receiving, inspection, warehousing and storage of deliveries plus distribution & maintenance operations
- Conduct issuance and monitoring of inventory at the warehouse
- Controlling inventory levels by conducting physical counts and reconciling data storage systems
- Adhere to all warehousing, handling, and shipping legislation requirements
- Ensure a timely and accurate recording/posting, issuance, and updating of accountability
- Maintain physical condition (cleanliness, organization) of warehouse
- Liaise with clients, suppliers and transport companies as needed
- Raising necessary requisitions
- Ensuring efficient layout and space utilization
- Collaborating with and assisting team members and management with additional duties and responsibilities as required.

Report and documentation:

- Report and work closely with all 3rd Parties within the organization to minimize risk and improve relationships.
- Report and upload all necessary documents to the master database or operating system.
- Plan, Conduct and supervise end of month counts - Providing monthly stock reports to management.
- Update all logistical files and records to a central database.

Education/ Qualifications

- Bachelor's degree holders in Procurement & Logistics supply chain
- Minimum of 2 years of experience working as a stores and warehouse officer

For more details, please visit the Jibu career webpage <https://jibuco.com/jobs/>

Interested? Please apply by submitting your application at this [link](#)

We will be reviewing applications as they come