

Umma University is a Private Chartered University, located in a serene environment in Kajjado. The University invites suitably qualified, highly competent and self-driven candidates to fill the position of Stores Clerk.

QUALIFICATION

- Diploma in Procurement and Supplies or related field.
- Must have at least 3 years' experience in store control.
- Ability to maintain high level of cleanliness and orderliness in store.
- Knowledge of proper bookkeeping and inventory management
- **Energetic:** The job of a stores clerk requires some physical labor, so it is vital that they can lift 25KG unaided
- **Computer Skills:** Applicants are required to have some computer skills to work with computerized inventory system and data entry skills to update the inventory control system
- **Communication Skills:** They need great written and verbal communication skills to work effectively with others and maintain appropriate store records
- **Customer Service Skills:** The role of a stores clerk is a client-facing role. Applicants may be required to interface with suppliers and customers, so it is vital that they have a customer-orientation, which is necessary for identifying customer needs, retaining customer, and resolving Customer Issues
- **Interpersonal Skills:** Given the nature of their job, interpersonal skills are essential for building and strengthening relationships with the various stakeholders they interface within the course of their job.
- Knowledge in professional standards.
- At least three (3) years' working experience as a Procurement Assistant in a reputable organization.

KEY ROLES AND RESPONSIBILITIES

- Take delivery of all incoming materials and reconcile with purchase orders
- Track, document, and resolve any discrepancies on received orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Responsible for packing, pricing, labeling, and returning supplies
- Responsible for stock rotation and coordinate the disposal of surpluses
- Oversee the handling of freight, the movement of equipment, and minor repairs
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally
- Create purchase orders and utilize purchasing card to perform low-value procurement activities
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.
- Resolve issues/problems related to delivered goods; Prepare and signs Return to Vendor forms for unacceptable and/or damaged goods received.
- Maintaining an automated supply inventory database; updating database of materials, supplies and equipment at the University store.
- Generating related reports to verify inventory levels and determining re- order activity and usage rates at the University store.
- Ensure smooth operation at the University Store including, cataloguing and tagging of the University Assets; Efficient distributions of materials to user departments and general store keeping.
- Perform other work-related duties as assigned.

APPLICATION PROCEDURE

Interested applicants are advised to send copies of their academic and professional certificates, certificate of good conduct and addresses of three (3) referees who are conversant with the applicant competence in the area of specialization. All application must be submitted to the address below on or before **25th March, 2022**.

Applications, clearly marked "**Application for the position of Stores Clerk**", must be submitted **on or before 25th March, 2022** via email to career@umma.ac.ke and should be send to the below address.

Kindly quote the reference number indicated above.

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Umma University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.

**The Vice Chancellor,
Umma University,
P. O. Box: 713 - 01100, Kajjado - Kenya
Email: career@umma.ac.ke
Web: www.umma.ac.ke**