**JOB ADVERTISEMENT**

**Job Description**

Title: Storekeeper

Report to: Production Manager

Locations: Kumasi-Pakyi No:2

Premier Poultry aims to be the leading smallholder-focused poultry company in Ghana. Our purpose is to make rural households healthier and wealthier, and we achieve this by supplying them with high-quality, vaccinated, brooded, and affordable improved dual-purpose chickens.

Premier Poultry is backed by reputed international investors with a proven track record of success in the poultry industry, including market-leading enterprises in Ethiopia (EthioChicken), Rwanda, and Uganda (Uzima).

We are seeking to employ highly motivated, passionate, committed, result-oriented, and self-driven professionals to help us establish our presence in rural and urban communities across the country.

Premier Poultry Limited is seeking a highly motivated and disciplined storekeeper with a passion for improving the lives of smallholder farmers. The storekeeper is responsible for all warehouse operations including shipping and receiving, deliveries, coordinating, documenting warehouse transactions, maintaining records, and overseeing storage of surplus inventory and property at the store. The work requires knowledge of methods and procedures related to the receipt, storage, and requisitions of supplies and materials, and supervisory techniques, personnel policies, and procedures.

**Job Responsibilities**

* The employee plans and lays out his/her own work assignments and the work of other

warehouse personnel, and reviews work performance and products to ensure compliance

with established methods, practices, and procedures.

* Receives and verifies inspection from User Department all incoming stocks and reconciles

 with purchase orders, processes and distributes documentation with purchase orders;

* Documents and tracks damages and discrepancies on orders received.
* Resolves discrepancies in requisitions, purchase orders, and delivery reports by

contacting vendors or requesters.

* Report canceled and damaged items to the head of the storekeeper.
* Keep stocks according to a prescribed inventory system.
* Supervise counts, weighs, and measures goods received or issued.
* Reconcile and explain variances identified during counts against store records
* Keep a record of expiry dates for feed and review regularly to ensure they are used within

their proper period.

* Maintains the warehouse in a neat and orderly manner.
* Answers questions regarding procedures and resolves discrepancies regarding receipts,

deliveries, controls the disbursement of supplies and material; and delivery of finished goods through directing the posting of inventory control cards or automated systems.

* Submit reports on the movements of stocks to the National Distribution Manager with all the

necessary supporting documents

* Directs the maintenance and operation of the stores
* Perform related duties as assigned by the supervisor
* Maintain compliance with all company policies and procedures

**Competencies**

* Exposed to modern warehouse procedures, including methods of proper and orderly storage

and issuance of materials; basic stock inventory procedures; requisitions, purchase orders,

invoices, packing slips, bills of ladings, freight tags, and the use and meaning of each;

Computerized warehouse record-keeping systems.

* Ability to perform physical labor; understand and carry out oral and written instructions;

maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population

* Reasonable knowledge of MS Office – Word, Excel
* Must be able to work under pressure and meet deadlines, while maintaining a positive attitude

and providing exemplary customer service/supplier

* Ability to work independently and carry out assignments by ensuring completion within

parameters of instructions given, prescribed routines, and standard accepted practices

 **Special Requirements**

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs/22 Kgs unassisted), bending, standing, climbing, or working on a consistent basis

 **Qualifications and Requirement**

* Bachelor’s degree in supply management or related fields
* Diploma in Supplies management or related fields

 **Experience**

* One year and above for a Degree
* Two years and above for a Diploma

Application Deadline

* Applications are open now, please submit your CV and Cover Letter to careers@premier-poultry.com
* The final deadline for submitting your application is 20th June 2024 and the applicant must be residing in the Ashanti Region.