KAKUZI PLC

Position: Stores Assistant Manager

Kakuzi PLC is looking to recruit a highly focused, organized and self-driven individual for the position of **Stores Assistant Manager**.

Reporting to the Stores Manager, the successful applicant will assist in managing stocks, planning and coordinating routine stores activities, monitoring inventory levels, supervising stores clerks and offering support in the procurement process. The position is based at Kakuzi PLC, Makuyu.

Key Responsibilities:

- Planning: Assist in monitoring and coordinating routine stores activities to ensure they are executed efficiently and cost effectively according to the budget.
- Administration: Monitor inventory levels, carry out periodic stock takes and reconciliations, oversee receipts and issues, raise request for quotations and purchase orders to ensure optimum levels are always maintained
- Human resources: Monitor the performance, development and discipline of store clerks while creating a conducive work environment.
- Health and safety: Ensure compliance to all relevant safety procedures and legislation by all staff in the stores.
- Reporting: Prepare, update and submit relevant periodic reports.

Qualifications and Experience:

- A Diploma or Bachelor's degree in stores /procurement management or related field.
- A minimum of 3 years of Stores management experience, with at least 2 years' experience in budget preparation, monitoring and control of expenditure against budget.
- Strong knowledge of stores administration procedures and inventory control.
- Proven experience in the agricultural or commercial sector is highly desirable.
- Excellent leadership, communication, and interpersonal skills.

Current Kakuzi employees are encouraged to apply

How to Apply

If you meet the above requirements, please send your CV, cover letter and relevant certificates to the below email address indicating the position in the email subject by **21st March 2025.**

Recruitment@kakuzi.co.ke

Please note only shortlisted candidates will be contacted.

We are an equal opportunities employer.

Please note that Kakuzi PLC WILL NOT ask you to make any payment at any stage of the recruitment process.