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POSITION	STOREKEEPING ASSISTANT
CATEGORY	PROGRAM
STATUS	FULL TIME
HOURS OF SERVICE	8.00am to 5.00PM Monday to Friday and 9.00am to 1.00pm Saturdays
CLASSIFICATION	THIRD LEVEL
DEADLINE	27/11/2022. 12H00 am, EAT
PUBLISHED DATE	10/10/2022
ADVERT CODE	HA/STO/QT3-P01-022-0011

2.0 POSITION CONTEXT & OBJECTIVE(S) :

Hatches Ltd is a Poultry breeding, inputs supply company established and registered in 2003 as a private limited company. With a goal of **“Addressing our client needs and nature people’s dreams of living a better and decent life”** and a mission of **“Providing the best quality agro-inputs, products and services that address our clients’ needs and nature people’s dreams of living a better and decent life”**; Hatches Ltd’s vision is **“To be the most reliable, valued and client centric green growth company in Uganda”**.

The Company is seeking to establish a strong Management system, Administration and Technical Units with emphasis on providing professional support to the company in Business and Project Management and Implementation.

3.0 KEY RESPONSIBILITIES AND DUTIES:

3.1. Background

Under the overall supervision of Hatches Ltd Chief Executive Officer (CEO), General Manager and technical supervision of the Procurement and Logistic Officer, the Storekeeping Assistant will be responsible and accountable for ensuring the appropriate implementation of Instructions, regulations and rules which govern Hatches Ltd related to storekeeping.

Requirement: *the job requires an energetic person with strong mindset to manage the challenging of the store including but not limited to: high degree of physical activity.*

The Storekeeping Assistant shall essentially be responsible and accountable for tasks including, but not limited to:

3.2. Duties and Responsibilities

- i. Take delivery of all incoming materials and reconcile with purchase orders
- ii. Track, document, and resolve any discrepancies on between purchase orders/contracts, delivery notes and goods received orders.

- iii. Maintain an accurate records of stock inventory, supporting system (e.g. updating records of physical inventory totals, receipts, adjustments, and returns)
- iv. Manage inventory/supplies and ensure they are within the established minimum and maximum stock levels, manage stock lead times, and expiry dates
- v. Design and implement an efficient stock management system to avoid losses through pilferage, damage, infestation, fire, poor stacking among others.
- vi. Assist to develop and implement approved company procurement, logistics and storekeeping policies and guidelines
- vii. Keep up-to-date records of receipts, and withdrawals/dispatches from the stockroom
- viii. Responsible of managing and accounting for returning supplies
- ix. Responsible for stock rotation and coordinate the disposals
- x. Manage supplier relations and database as well as maintain high ethical relationships both internally and externally
- xi. Manage goods requisitions and generate request for purchase orders to support smooth company operations in line with the established standards.

3.3. Competencies and Aptitude

3.3.1. Corporate Aptitudes

- i. Demonstrates integrity by modelling the Hatches ltd values and ethical standards
- ii. Promotes the vision, mission, and strategic goals of Hatches ltd
- iii. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- iv. Commitment to the principles and philosophy of the company and partners as well as government regulations and requirements.

3.3.2. Interpersonal Aptitudes

- i. Well-developed verbal and written communication skills.
- ii. Ability to handle sensitive issues of confidential nature with tact and professionalism.
- iii. Ability to collaborate with others to achieve agreed results and outcomes.
- iv. Ability to work independently and as an effective team member.
- v. The ability to gain cooperation and assistance with clients, partners, the general public

as well as employees.

- vi. Ability to prepare coherent, logical and comprehensible correspondence and reports as required.

3.3.3. Functional Competencies:

- i. Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- ii. Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines
- iii. Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.

4.0 SPECIAL KNOWLEDGE AND SKILLS :

The following knowledge and skills are required to be utilized:

1. Knowledge of procurement, logistics and store keeping principles and practices;
2. Knowledge of storekeeping/warehousing including understanding of inventory management, principal and practices;
3. Computer Skills to support computerized inventory system and data entry needs for inventory management;
4. Written and verbal communication skills to work effectively with others and maintain appropriate store records
5. Knowledge of the relevant technology, procedures, regulations and processes to support inventory and company operations.

5. QUALIFICATIONS AND EXPERIENCE :

The following qualifications and experience are required for this position:

- i. Diploma in Procurement, storekeeping and/Logistics or Business Administration
- ii. At least two-year experience in storekeeping or warehousing, procurement and/or Logistics
- iii. Exemplary organizational and multitasking skills.
- iv. Outstanding communication and interpersonal skills.
- v. Knowledge of MS Office, MIS, data analysis and inventory/store management software.

How to Apply

All applicants should submit the following documents in a single submission (one PDF file):
Letter of motivation, CV including three references.

E-mail your application to recruitments@hatchesltd.com, before **27 November 2022. 12H00 am, EAT**

NB: Please do not attach copies of qualifications/diploma at this stage. Mention the position applied for and the advert code in the email subject. Only complete applications will be reviewed. All materials should be submitted via email. We regret that owing to the likely volume in applications only shortlisted applicants will be contacted.