

POSITION SUMMARY

The Warehouse Officer is responsible for receiving, organizing, maintaining, monitoring and issuing the warehouse stocks in a systematic and timely manner.

KEY RESPONSIBILITIES

- Always ensure strict adherence to the company system
- Receiving items from suppliers and ensuring supplier invoice and packing list agrees with the purchase order when receiving goods
- Assist in follow-up with suppliers on deliveries and exchanges
- Conduct perpetual stock counts at location; Assist warehouse Supervisor in reconciling reports
- Runners, repeaters and high value inventories that may be assign by the Warehouse supervisor and Manager
- Attached goods receipt Note for all product received and dispatch to Finance department along with the invoice and purchase order of each week
- Assist with uplifting inventories from suppliers in the event they cannot deliver
- Ensure documentation process is complete according to the forms and timely input into NetSuite for both the Goods Receipt (GR) and Goods Issue (GI)
- Ensure each product is assigned to a product code once verified it's a new or different product
- Ensure all products are separated, racked and labeled properly with the product individual code
- Ensure Occupational Health and Safety regulations are always followed and adhere to
- Document and inform Warehouse supervisor of low stock and out of stock so an order can be done immediately
- Managing all the incoming and outgoing tools/materials of the department by physically counting inventory as well as tracking quantities to ensure there are no discrepancies or losses
- Accepts deliveries of company products and stores them accordingly
- Orders and restocks new supplies
- Inspect all orders being received, checking for damages, defective parts, and missing items.
- Report any return of damaged materials
- Operates forklift or other machinery required for transporting large orders and heavy products.
- Keeps the warehouse area clean and organized
- Managing cleanliness and tidiness of the warehouse on a day-to-day basis
- Following all the warehouse safety procedures and guidelines
- Working as part of a team to accomplish departmental objectives
- Other duties as assigned from time to time. Any other duties that fall into the context of the job role/position

WORKING CONDITIONS

- Flexible working hours in a high stress environment and exposure to dust and sun etc.
- Must be able to work independently of supervision
- No deviation from the guidelines is permitted
- Must be analytical and able to identify potential problems and take swift corrective action

WORK SCHEDULE

Workdays: Sunday - Saturday

Hours: 06:30am to 06:30pm (14 days on & 7 days Standby)

OTHER ATTRIBUTES

- Be able to follow guidelines, meet targets and work under pressure
- Have a business-like approach and use tact and diplomacy when negotiating
- Be able to absorb and assess information quickly
- Be a good negotiator and enjoy dealing with people, whether by phone, email and in person
- Have a high level of stamina

QUALIFICATIONS, EXPERIENCE & SKILLS

- 1-3 years' experience as a Warehouse Clerk or similar capacity
- A high school qualification or equivalent
- Tertiary qualifications relevant to the field of work preferred
- Proficiency in using computer systems, especially with Microsoft Office Suite – Word, Outlook, Excel and others
- Strong organizational skills

CLOSING DATE: Thursday October 30th, 2025

APPLICATION SUBMISSION:

To successfully submit your application to us, please email your application and CV to gysbi.vacancies@gysbi.com