

Vistari SEZ Limited - Job description

Job details	
Job title: Warehouse Officer - Inbound Supplies	Line Manager title: Warehouse Manager
Department: Commercial	Location: Eldoret, Kenya
Direct reports	
None	
Job summary	
The Warehouse Officer - Inbound Supplies ensures efficient, accurate, and compliant receipt, storage, issuance, and documentation of raw materials, spares, and general supplies. The position plays a key operational role in maintaining stock accuracy, optimising material flow, and supporting operational continuity through timely coordination with Supply Chain & Procurement, Production - particularly Production Planning & Control, Quality Assurance, and Logistics. The role upholds integrity, safety, and traceability in all inventory transactions in alignment with company policies and ERP systems.	
Key roles and responsibilities	
Warehouse Operations - Oversee day-to-day warehouse activities in the assigned area - receiving, storage, binning, picking, and dispatch. - Verify incoming goods against purchase orders, delivery notes, and inspection reports. - Supervise the issuance of materials to Production, Engineering, or dispatch teams as per authorised requisitions. - Maintain proper labelling, segregation, and shelf/bin management to ensure easy identification and traceability. - Coordinate the movement of stock between warehouses or production units. - Ensure compliance with warehouse SOPs and 5S (Sort, Set in Order, Shine, Standardise, and Sustain) housekeeping standards. Inventory Management & Control - Maintain accurate and up-to-date stock records in ERP and physical files (stock cards, bin cards). - Conduct daily, weekly, and monthly cycle counts and reconcile variances. - Monitor minimum and reorder levels, notifying relevant departments to avoid stock-outs. - Track expiry dates, batch numbers, and shelf-life for applicable items. - Support the Warehouse Manager in full stock takes and audit exercises. - Ensure all receipts and issues are properly documented and approved before system entry. Receiving & Inspection - Coordinate the receipt and inspection of raw materials, spares, and supplies in collaboration with Quality Assurance. - Verify quality and quantity of received items before binning. - Prepare Goods Received Notes (GRNs) and update the ERP system accordingly. - Segregate non-conforming or rejected items and ensure proper documentation for return or disposal. Issuance - Prepare items for issuance in line with approved requests and approvals. - Ensure all items to be issued are properly packed, labelled, and documented. - Track and record all outward movement of all items for full traceability. - Liaise with the relevant teams to coordinate collection or delivery. Safety, Security & Housekeeping - Enforce safety procedures in handling, storage, and equipment use (forklifts, hoists, etc.). - Maintain a clean, organised, and hazard-free warehouse environment. - Ensure compliance with occupational health and safety regulations. - Report damaged goods, unsafe conditions, or security concerns immediately.	

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- Support periodic safety and fire drills.
- **Systems & Reporting**
 - Accurately record stock movements in ERP or Warehouse Management System.
 - Verify data accuracy and submit daily, weekly, and monthly inventory reports.
 - Analyse stock consumption and variance trends to identify inefficiencies.
 - Support the Warehouse Manager in preparing warehouse KPIs and performance summaries.
- **Collaboration & Continuous Improvement**
 - Coordinate with Procurement for replenishment planning and supplier deliveries.
 - Work closely with Production, Engineering, and Quality Assurance departments to align material availability with operational needs.
 - Suggest improvements to warehousing procedures, layouts, and systems.
 - Participate in stock optimisation and waste reduction initiatives.
- **Compliance with Vistari's Corporate Systems**
 - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture.
 - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
 - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures, collective agreements, and statutory employment standards.
 - Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
 - Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
 - Any other related responsibilities that may be assigned by the Line Manager from time to time.

Academic and professional qualifications

- Diploma or Bachelor's degree in Supply Chain Management, Procurement, Logistics, Business Administration or related field.
- Professional certification such as Chartered Institute of Procurement & Supply (CIPS), Kenya Institute of Supplies Management (KISM), or equivalent, is preferred.
- Certificate in Computer Applications is an added advantage.

Work experience

- Minimum of six (6) years' experience in warehouse or inventory management, with at least two (2) years in a supervisory role, preferably in manufacturing or textile industries.
- Strong knowledge of and experience in inventory control, documentation, and ERP systems.
- Familiarity with raw materials, spare parts, and finished goods handling processes.
- Good understanding of occupational safety and materials handling regulations.
- Demonstrable attention to detail and accountability orientation.
- Computer proficiency, especially in Microsoft Excel and ERP platforms.

Technical skills and behavioural competencies

- **Inventory Management:** Skilled in tracking, controlling, and reconciling stock accurately.
- **Documentation & ERP Use:** Proficient in system updates and maintenance of audit-ready records.
- **Planning & Coordination:** Strong ability to manage multiple tasks and priorities.
- **Attention to Detail:** Accuracy in data entry, labelling, and recordkeeping.
- **Safety & Compliance:** Adherence to QHSE and 5S principles in warehouse operations.
- **Communication & Teamwork:** Effective liaison with internal departments and transport/logistics teams.
- **Analytical Thinking:** Ability to identify variances and propose corrective actions.
- **Transparency & Accountability:** Maintains transparency and reliability in material handling.
- **Problem Solving:** Analytical approach to identifying and resolving operational challenges.

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- **Adaptability:** Ability to work under pressure and adjust to changing priorities.
- **Values and work ethic:** High integrity, ethical judgment, results-driven approach, and commitment to accountability.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: