



## INTERNAL ADVERTISEMENT

### STOREMAN

#### Introduction

Applications are invited from suitably qualified personnel to fill in the position of Storeman for Rainbow Tourism Group and the successful candidate will be based in the Accounts Department at Kadoma Hotel & Conference Centre.

**The position reports to the Food and Beverages Controller.**

#### Responsibilities Include:

- ❖ Initiating purchase requests to guide purchasing team on reorder quantities.
- ❖ Manage stock levels and re-order levels to avoid stock-outs
- ❖ Receive and secure all stock items.
- ❖ Issue out all requested stock items by departments.
- ❖ Posting Bulk Stock Requisitions in Accpac system or any other system that will be in use.
- ❖ Inspection of stocks for quality, fitness for purpose and expiry dates.
- ❖ Control of stocks ensuring that no stocks expire unnecessarily.

#### Job Specifications

The candidate should have the following:

- ❖ National Diploma in Purchasing and Supply.
- ❖ At least one-year relevant experience in procurement and stores.
- ❖ Fluent in written and spoken English.
- ❖ Good analytical, negotiation and interpersonal skills.
- ❖ Knowledge of ACCPAC system and Materials Control.
- ❖ Should be an assertive person of unquestionable integrity.

All applications accompanied by a detailed CV should be submitted online by not later than April 03, 2024 on the link below:

**<https://rtgafrica.com/careers/jobs/storeman-2/>**

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