



INTERNAL ADVERTISEMENT STORES CLERK

Applications are invited from suitably qualified and experienced personnel to fill in the position of **Stores Clerk**.

Reporting to : **Storeman**
Location : **Victoria Falls Rainbow Hotel**

The ideal candidate should meet the following requirements;

RESPONSIBILITIES INCLUDE:

- ❖ Receiving and verifying goods from suppliers.
- ❖ Keeping stores records.
- ❖ Dispatching goods from stores.
- ❖ Taking part in stock takes.
- ❖ Maintaining cleanliness in storerooms.
- ❖ Maintaining required par levels of all stocks.
- ❖ Securing returnable containers in the storerooms.

Job Specifications

- ❖ Certificate in Purchasing and Supply or equivalent.
- ❖ A least 2 years' relevant experience in Procurement.
- ❖ Working knowledge and experience of ACCPAC systems.
- ❖ Good product knowledge.
- ❖ Superior analytical and investigative skills.
- ❖ Should be an assertive person of unquestionable integrity.

All applications, accompanied by a detailed CV, should be submitted online by not later than 29 June 2024 on the link below;

<https://rtgafrika.com/careers/jobs/stores-clerk/>

The Human Resources Director
Rainbow Tourism Group
1 Pennefather Avenue Harare