



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.
- ❖ Receive and secure all stock items.
- ❖ Issue out all requested stock items by departments.
- ❖ Posting issues 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.
- ❖ Should be an assertive person of unquestionable integrity.

All applications accompanied by a detailed CV should be submitted online by not later than March 19, 2025 on the link below:

<https://rtgafrika.com/careers/jobs/storeman-4/>

**Human Resources Director,
RTG Corporate Office
1 Pennefather Avenue
Harare**