



## 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 Finance Department at Victoria Falls Rainbow Hotel.

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

#### Responsibilities Include:

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

#### Job Specifications

The candidate should have the following:

- ❖ National Diploma in Purchasing and Supply
- ❖ Knowledge of ACCPAC and materials control
- ❖ At least 1 years' relevant experience in procurement and stores
- ❖ Attention to detail, honesty and ability to work with minimal supervision
- ❖ Excellent communication and interpersonal skills
- ❖ Fluency in English Language
- ❖ Should be an assertive person of unquestionable integrity.

All applications accompanied by a detailed CV should be submitted to online by no later than April 19, 2025 on the link below;

<https://rtgafrica.com/careers/jobs/storeman-6/>

**Human Resources Director**

**RTG Corporate**

**1 Pennefather Avenue**

**Harare**

