



**VICTORIA
UNIVERSITY**
Kampala . Uganda

Job Brief:

We are looking for a competent Store Manager to monitor and report on the University's inventory. Your job is important since the efficient handling of the University's products and supplies is critical for the attainment of University goals.

Job Purpose:

1. To receive Supplies to the University and ensure proper custody
2. To monitor the level of stocks in stores
3. To receive requisitions and ensure supplies to user departments
4. To give technical advice to the Bursar

Responsibilities:

- Devise ways to optimize inventory control procedures
- To receive goods and equipment and inspecting them to ascertain quality and quantity against the specifications and order documents
- To issue materials requisitioned by user departments and ascertaining the appropriateness of requisitions including confirming approval process
- Verification of inventory and matching inventory with goods ordered and supplied documentation
- Labeling inventories received and assigning location
- Filing consignment documentation for issue of inventory
- Participating in periodic stock taking
- Handling and ensuring safe custody of all the stores and materials in the university
- To advise the Bursar on re-stocking needs
- To prepare and submit reports to the Bursar regularly and as and when required to do so
- To verify the requirements and compare the requirements against the budget
- Use software to monitor demand and document characteristics of inventory
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Report to upper management on stock levels, issues etc.

Requirements:



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- BSc/BA in business administration, Logistics, Supply chain Management or relevant field;
- CPIM is an added advantage
- A minimum of three years' experience in the similar field.
- Proven experience as Store / inventory manager or similar position
- Excellent knowledge of data analysis and forecasting methods
- Working knowledge of store / inventory management software (e.g. ERP)
- Excellent record-keeping abilities
- Great attention to details.
- Ability to accurately track inventory and create reports
- An analytical mind with strong math skills
- Excellent organizational and planning skills
- Outstanding communication and interpersonal abilities
- Reliable and trustworthy

Send your online applications to human-resource-manager@vu.ac.ug or hard copies to Victoria University plot 1-13 Jinja Road.

Deadline for receiving applications is **5th December 2020**.