

**Job Opportunity**  
**Site Storekeeper**

**Job title:** Site Storekeeper  
**Reports to:** Finance Manager  
**Job purpose:** To provide effective operational support to Localworks Ltd corporate function. To manage all of the operations in our site-based store-room with a strong ability to multi-task as well as play a key role in the proper care and maintenance of our stock, including ordering, receiving, and managing inventory.

**Key responsibilities**

The Site Storekeeper shall:

- ▶ Maintain receipts, records, and withdrawals of items from the stockroom for Localworks.
- ▶ Receive, unload, and shelf supplies for Localworks staff.
- ▶ Follow up on documents and deliveries and confirm local deliveries.
- ▶ Support the Localworks team in organizing and preparation of daily activities including coordination of store requests.
- ▶ Perform other stock-related duties, including returning faulty or damaged items, packing, and labelling goods received.
- ▶ Inspect deliveries for damage or discrepancies; report those to administration/ accounting for reimbursements and record keeping.
- ▶ Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- ▶ Coordinate the handling of and the movement of equipment, and necessary minor repairs.
- ▶ Perform any other duties and tasks as requested.

**Required qualifications, competencies, personal attributes and experience**

- ▶ Good knowledge of bookkeeping and inventory management.
- ▶ Good communication and interpersonal skills, written & verbal communication skills.
- ▶ Ability to Work independently.
- ▶ Competencies in data entry, analysis, and management.
- ▶ Keen attention to detail and ability to effectively manage time.
- ▶ Skills to operate common office equipment.
- ▶ Minimum of a High School diploma or equivalent 2+ years of experience in store keeping, inventory control, or record keeping

**Terms of Employment**

The advertised role is for a one-year contract, with a probation period of six months.

The position is;

- ▶ Permanently based on one or several of our construction sites;
- ▶ Full-time (48 hours per week);
- ▶ 21 days annual leave;
- ▶ Health insurance.

We offer a locally competitive salary package as well as excellent opportunities for professional growth.

**Is this you?**

If you think your profile matches most or all of the criteria described above, and if the prospect of being part of a growing team of idealistic and collaborative building designers and builders interests you, then we look forward to hearing from you.

Please send your CV together with a short motivational statement to [opportunities@localworks.ug](mailto:opportunities@localworks.ug).

Localworks Ltd.  
August 2022