



JOB TITLE: Depot Clerk

Ref: AV-366409

Location: Dar es Salaam, Tanzania

Work type: Permanent

DHL Supply Chain is the world's leading contract logistics provider that combines value-added and management services with fulfilment and distribution. At DHL Supply Chain we are committed to looking after tomorrow & today with our Environment, Social, and Governance (ESG) strategy.

So, what's it like to work for DHL Supply Chain? At DHL we're proud of our international reach as it brings together people with a wide range of skills, experiences, cultures, and viewpoints. We see the diversity of our employees as a genuine strength and we're proud of our supportive work environment where employees are given the tools and training, they need to learn, grow and succeed.

We are offering an exciting opportunity for the position of Depot Clerk. In this position you will play a crucial role to support our vision of becoming a Great place to work for all.

Key Tasks

- Ensure accurate receiving and put away of stocks received from main warehouse, other depots or client as per relevant documents and procedures.

- Ensure timely and accuracy of all dispatches by following the formal procedures with an aim of achieving the DHL's site objectives.
- Ensure accurate inventory is maintained by way of correct posting and ensure all stock count reconciliations are submitted within the set timelines.
- Observe safe working practices and adhere to the safety rules and regulations as well as any related policies
- A team player with good public relations and excellent customer management
- Ensure receipt, dispatch, high risk, stock inventory and reporting done as per procedure in a timely, safe and efficient manner

Key Accountabilities

- It is our collective responsibility to always provide our client and their customer with quality service while seeking continuous improvement
- Know and adhere to safety rules and regulations on site
- Maintain good housekeeping habits in offices and other working areas.
- Guide casual's employees in various working areas and ensure that they adhere to all safety rules and regulations and other related policies.
- Ensure accurate receiving/dispatch and put away of stocks received from suppliers as per relevant documents / procedures both system (SAGE)
- Indicate receipt/dispatch dates on all received/dispatched items for purposes of exercising FIFO.
- Ensure that at all times stocks in the Warehouse are arranged by item and within marked areas and properly identified by labelling
- Perform receiving and dispatch duties as per the agreed SLA with the client to avoid any penalties
- Reconcile stocks through circle counts and ensure any variances are reported before the monthly stock take for adjustment
- Ensuring the Warehouse is always tidy by way of observing neatness in stock arrangement and removing any unnecessary materials / items from your working area.
- Report to the supervisor areas that need attention e.g. (allocation of casuals to clean etc) to always keep you working area tidy or any repair work to machines, other equipment's or warehouse.
- Ensure no damage of stock, FLT's or other assets on site. Immediate report for any damage to stock FLT or other assets.

- Always follow all security measures.

Qualifications & Experience

Education:

- Secondary School Education.
- Fluent in English & Swahili on both Written and Spoken.
- IT Literate.

Experience:

- Must have 2 Years experience in a busy warehouse environment.
- Ability to handle multi-tasks in multi-functional warehouses.
- Good Customer Service Skills.
- Working in a Telecommunication SKU warehouse for a minimum of 3 Years .
- Working in a busy multiple SKU Warehouse for a minimum of 5 years.
- A team player with good relations to customer and public management skills.
- Ability to work under pressure, meet deadlines and with minimum supervision.
- Excellent oral and written communication skills.
- Computer literate, spreadsheets and word documents.

APPLY HERE