GEOFIELDS
Tanzania Limited
Drilling Exploration and Mining Services

## EMPLOYMENT OPPORTUNITY

Geofields Tanzania Limited (GTL), established in 2008, is a leading Tanzanian provider of integrated exploration and mining services, including drilling, ground exploration surveys, mining equipment supply and mining ventures.
We are driven by the continued success at our operations and exceeding our client's expectations – both in terms of safety and performance.

We seek to build teams who are loyal, committed to our company values and dedicated to helping our clients.

**1. STOREKEEPER**

Location: Kerege, Bagamoyo.

- **Position purpose:**

The Storekeeper will be responsible for managing the company's inventory and stores, ensuring the proper receipt, storage, recording, issuing and monitoring of materials, tools, equipment, fuel and spare parts to support efficient drilling and mining operations.

**Key Role and Responsibilities:**

1. **Inventory Management:** Maintain accurate stock records, conduct regular stock counts, monitor stock levels and initiate timely reordering.
2. **Receiving and Inspection:** Receive and inspect incoming goods against purchase orders and delivery notes, ensuring quality and quantity compliance.
3. **Issuing and Dispatching:** Issue materials against approved requisitions, maintain fuel consumption records and coordinate dispatch of supplies to project sites.
4. **Store Organization and Safety:** Maintain clean, secure and organized storage facilities and ensure compliance with safety and environmental requirements.
5. **Record Keeping and Reporting:** Maintain stock cards and ERP/Excel records, prepare inventory and consumption reports, and support audits and stock reconciliations.
6. **Hazardous Materials Identification:** Ensure appropriate labelling, signage, Material Safety Data Sheets (MSDS/SDS) and safety precautions are in place for hazardous materials.

**Qualifications and Experience**

i) Advanced Diploma in Storekeeping, Procurement, Supply Chain Management, Business Administration or a related field.
ii) Minimum of 3–5 years working experience as a storekeeper or inventory controller, preferably in a drilling, mining, or heavy equipment industry.
iii) Familiarity with drilling and mining consumables, tools, and spare parts.
iv) Strong knowledge of inventory management systems (ERP, QuickBooks, or Excel).
v) Excellent organizational and record-keeping skills.
vi) Basic mechanical knowledge of drilling or mining equipment (advantageous).
vii) High level of integrity and accountability.

If you have the necessary skills, drive, and experience to be an asset to GTL Operations Team, we welcome your interest and encourage you to apply.
Geofields Tanzania Limited is a diverse and equal opportunities employer.

Only applications with a current Resume attached will be considered for employment.
Please send your CV along with a detailed covering letter via email recruitment@geofields.co.tz
Application letters should reach the above on or before 7th December 2026