MAURI-FACILITIES MANAGEMENT CO LTD

Vacancy: Post of Store Clerk

Mauri- Facilities Management Co Ltd., a subsidiary of Landscope Mauritius Ltd, is a private company providing cleaning facilities to Government schools.

The Company is inviting applications from suitably qualified and experienced candidates for appointment to the post of Store Clerk, on a contract basis, for a period of two years.

QUALIFICATIONS AND EXPERIENCE-

(i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education 'Advanced Level'

(ii) At least two years' working experience in Storekeeping, Inventory Control and Record Keeping

(iii) ICT Competencies in data entry, analysis, and management

KNOWLEDGE -

(i) Knowledge of proper Book-keeping and Inventory Management

(ii) Familiarity with standard concepts and best practices in a Store or Warehouse environment

(iii) Skills to operate common office equipment

COMPETENCIES

(i) An analytical mind with the ability to make accurate mathematical computations

(ii) Excellent written and verbal communication skills

(iii) Keen attention to details and ability to effectively manage time

Candidates should produce evidence of knowledge/experience claimed.

MAIN DUTIES:

(i) To be responsible for all matters relating to Procurement and Supply Management

(ii) To be responsible for the management of stock, placing of orders and maintenance of updated records of transactions

(iii) To prepare Stock Control Report on a monthly basis detailing the quantity of stock available in the store and to communicate stock levels to all sections of the company to ensure continuous stock availability

(iv) To conduct regular inventory and inspection of stock to ensure accuracy in physical quantity tallying with the existing stock data on the system/ledgers

(v) To ensure that all procurement procedures are followed as per Company policy

(vi) To assist in the preparation of RFQs, tenders and bidding documents

(vii) To estimate and establish cost parameters and budgets for purchases

(viii) To maintain and update list of suppliers and their qualifications, delivery times, and potential future development

(ix) To ensure that all adequate safeguards against the risk of fire, theft, deterioration and damage are taken and that all equipment are stored in good conditions

(x) To provide and arrange for appropriate storage space and ensure optimum storage capacity

(xi) To prepare reports on procurement activities and maintain contract agreements

(xii) To maintain the store neat and tidy

(xiii) To perform such other duties directly related to the main duties listed above or related to the delivery of the results expected from the incumbent in the role ascribe to him

SALARY: Rs 17,375 a month.

MODE OF APPLICATION AND CLOSING DATE:

Qualified candidates should submit their applications on the appropriate application form, with a complete CV, together with copies of academic qualifications and supporting documents, to the Human Resources Officer, Mauri-Facilities Management Co Ltd., 2nd Floor Cyber Tower 1, Ebene at **latest by Friday 12th July 2019 at 1600 hours.** The post applied for should be clearly mentioned on the top left-hand corner of the envelope.

NOTE:

(i) Only the best qualified candidates will be called for an interview.

(ii) Mauri-Facilities Management Co Ltd. reserves the right not to make any appointment following this advertisement.

(iii) Applications received after the closing date and time will not be considered.

Date: ……