We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

JOB DESCRIPTION: WAREHOUSE ASSISTANT

Job Location: Kenya

Reporting to: Warehouse Manager

Job Tier Level: A2

Direct Reportees:

Position Description

The job holder will Support in receiving, managing, monitoring, accounting for products received, stored within warehouse. Support in all inbound, outbound and value addition activities as per warehouse and inventory management policies. Ensure health safety standards are maintained at the warehouse.

R&Rs

- Assist in Receiving, accounting, and managing new/returned stock received and movement in warehouse.
- Ensure all products being received and dispatched meet the expected quantity and meet the required turnaround times, to ensure customer satisfaction.
- Assist in Processing and dispatching of orders in system(s) and physically hand in hand with Warehouse service provider.
- Prepare and File copies all inventory related documents as per warehouse policies.
- Assist in Compiling and preparing stock movement reports daily, weekly, monthly, yearly.
- Ensure FIFO is strictly followed in the warehouse.
- Carry out stock take activity as well as impromptu cycle counts, and stock spot-checks to achieve high inventory accuracy.
- Receive, process and report on all returns, incoming non-conformity, stock integrity in warehouse and dispatch defects and co-ordinate the storage and allocation of the repaired goods.
- Monitor and report stock below reorder levels, defective and aged stock.
- Ensure all safety, health and quality standards are adhered to from the point of product storage and movement within the Warehouse.
- Ensure accurate record keeping of all transaction within the warehouse.
- Assist in all inventories related projects within warehouse, as assigned by the line manager.

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KPI's

- Manage, monitor, and account for stocks.
- Report on all stock movement
- To achieve product traceability
- Meet all safety KPI.
- Daily, Weekly, and monthly stock reports

Desired Skills and Experience

- Certificate or Diploma in Warehouse Management or related field
- Prior Supplier experience in manufacturing environment
- Minimum experience of 1 year in warehouse environment
- Understanding of Warehouse processes and procedures
- Ability to use Warehouse Management systems
- Ability to prepare reports.
- Able to exercise sound judgement.
- Analytical approach to problem solving.
- Warehouse safety skills

Skills and Knowledge.

- d.light products knowledge
- Familiar with office software
- Electronics/electrical related/ability to do initial analysis.
- Familiar with d.light ERP.

Competencies

People and Team Development: Demonstrates inspirational leadership that motivates and engages others. Leads and develops high performing teams where everyone feels valued and contributes to the continued success of the organization. Acts as a role model; inspires people to act.

Drive Results: Translate strategy into action and drives tenaciously and innovatively for outstanding results. Displays creativity in avoiding problems, reacting quickly and decisively to deal with risks and opportunities.

Relationship Management: Develops and maintains effective collaborative relationships and networks with strategic contacts

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Ownership: Takes personal responsibility for performance. Champions continuous improvement and inspires others to deliver whilst balancing risk, business competitiveness and customer satisfaction.

How to Apply

Candidates who meet the requirements should submit their CV and cover letter to:

recruitment.kenya@dlight.com on or before **03rd November, 2021.**

About d.light

Founded in 2007 as a for-profit social enterprise, d.light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d.light has impacted close to 100 million lives with its products and solar solutions. For more information, visit **www.dlight.com**