

WAREHOUSE AND LOGISTICS CLERK

Location: Nairobi, KE
Salary Budget: 50K + Benefits.



Reporting to the Supply Chain Manager, the Warehouse and Logistics Clerk will be responsible for the day-to-day warehouse and logistics operations in a leading regional brand in QSR. The clerk will ensure accurate receipt, storage, handling, and dispatch of goods; maintaining inventory records, coordinating deliveries, documentation; ensuring stock movements are timely, secure, and well accounted.

Responsibilities

- Responsible for receiving and inspection of all incoming materials and daily reconciliation with purchase orders
- Responsible for storage, tagging and tracking of supplies
- Ensure all material received and stored in correct manner according to storing location, packaging, temperature etc.
- Assemble & issue all transfer orders to the shops.
- Ensure material are issued on a FIFO basis to enable stock rotation
- Coordinate with the shop managers, drivers and stores team to make sure all the issues to the shops are ready in time.
- Perform weekly and monthly physical stock checks at all the plants and highlight variances to the management.
- Coordinate with production to ensure that transfers between production and main stores are accurately accounted for.
- Maintain internal controls set out.
- Regular inspections on the conditions of the refrigeration temperatures, cleanliness and any repair needed.
- Support and participate in end of year audit.

Qualifications & Experience

- Diploma or HND in purchase and supplies
- At least 3 years' experience in the same capacity in a FMCG/manufacturing company
- A good team player with excellent communication skills
- Mature, responsible and well organized.

Interested candidates who meet the minimum requirements should send their CV to talentsearch@tmconsulting.co.ke by 15th December 2025. The subject line for your application should read: **Warehouse Clerk**

Only those candidates selected for interview will be contacted.