

# KAGUMO TEACHERS' TRAINING COLLEGE

P.O. BOX 18, 10100  
NYERI



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*Vision: A Transformative, Self-directing and Competent Teacher*

## ADVERT NO. KAG.TTC/HR/ STOREKEEPER /03/2024-2025 - (ONE) POST

*Basic Salary for this position is between Kshs. 26,900/= to Kshs. 35,380/= p.m*

### **Key qualifications**

- i. Diploma in Purchasing and Store Management/Diploma in Stores Management and Store Control
- ii. KISM membership
- iii. At least two (2) years' experience as a storekeeper
- iv. Proficiency in Microsoft Office.

### **Duties And Responsibilities**

1. Receive, inspect, and verify incoming goods against purchase orders and delivery notes
2. Unpack, label, and store incoming goods in designated locations.
3. Generate timely goods received report (MRR) and discrepancies report
4. Maintain accurate records of inventory levels, stock movements, and transactions using inventory management software.
5. Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels.
6. Coordinate with suppliers to ensure timely delivery of goods.
7. Conduct regular stock counts and reconcile discrepancies between physical stock and system records.
8. Prepare and participate in the market price survey
9. Manage the store layout, and keep the store clean, organized, and free from hazards
10. Any other duties assigned by management from time to time.

CHIEF PRINCIPAL KAGUMO TEACHER'S TRAINING COLLEGE P. O. Box 18 - 10100, NYERI CELL: 0701972912 info@kagumocollege.ac.ke DATE:.....SIGN:.....
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*Mission: To provide inclusive and market-driven teacher education and training*

ISO 9001: 2015 CERTIFIED