



<https://harleysltd.com/job/warehouse-assistant-nairobi/>

Warehouse Assistant

Description

Harley's is looking for a motivated and results-oriented Warehouse Assistant to join its growing team. In this key role, the incumbent will be required to collaborate and coordinate among the different units of the warehouse that include inbound, outbound, inventory, and Distribution to optimize resources and achieve operational KPI's. You will work closely with the Health Safety and Security teams to ensure cleanliness, tidiness and safety of the work environment, stocks and equipment. The incumbent will also be responsible for picking, packing, and dispatching orders accurately and on time.

WHY JOIN US

- **Impactful Work:** Join a vibrant work environment which promotes innovation, collaboration, and professional growth.
- **Transparent Leadership:** Experience a leadership team that is accessible, transparent, and values employee feedback.
- **Growth Opportunities:** Elevate your career with unparalleled opportunities for professional growth, directly contributing to the evolution of the company.

Qualifications

- Must have a minimum of a K.C.S.E qualification or its equivalent.
- Post secondary training and/or qualification will be treated as an added advantage.
- A minimum of two (2) years' experience working in a warehouse and/or logistics role.
- Basic computer skills for stock management required
- The role involves manual lifting, moving, handling, loading, and offloading of heavy stocks thus the applicant must be physically fit to succeed in the role.

KEY RESPONSIBILITIES

Inbound: Check the correct quantity and the type of goods received. Move the goods to their respective areas in the warehouse, either manually or using mechanical handling equipment. Label and scan goods for record. Load and wrap stock on pallets. Systematically enter data of coming goods in the WMS

Outbound: Prepare customer orders for delivery according to set standards in a timely manner. Check each picked item for conformity such as batch and expiry date. Ascertain that picking bins are replenished in a timely manner as per protocol. Doublecheck items to verify the accuracy of outgoing orders and ascertain proper packaging to ensure that they remain safe during shipment, including labelling and documenting outgoing shipments.

Compliance: Comply with the warehouse policies, standard operating procedures, and applicable legislation. Ensure that all QHSE (Quality Health & safety Environment) regulations are complied with to ensure safe working conditions and practices within the warehouse and yard. Comply with the security procedures and Safety & Health. Ensure that the warehouse is tidy, cleared from packaging materials and debris and that the warehouse operates in an orderly way. Take

Hiring organization

Harley's Limited

Employment Type

Full-time

Job Location

63 Westlands Road, Nairobi, Kenya

Valid through

04.01.2025

Date posted

December 6, 2024

responsibility for goods which are directly allocated to you for accountability and follow all caution to ensure no damage or losses are incurred.

HOW TO APPLY

Candidates are invited to send their application, bearing the reference 'Ref: HAR/HR/AD/015', along with a detailed CV and copies of reference letters, to the Human Capital Department via e-mail: careers@harleysltd.com

*Closing Date: **4th January 2025.***

Only the best candidates will be called for an interview. The Company reserves the right not to make any appointment following this advertisement.