



<https://harleysltd.com/job/warehouse-clerks/>

## Warehouse Clerks

### Description

Harley's Ltd is looking for Warehouse Clerks with a minimum of two years of experience in warehousing or logistics, to join its dynamic team and fill four vacant positions. These four roles shall be based at our Westland's Warehouse, and at our Suvida Warehouse, in Mlolongo, Machakos County.

As a Warehouse Clerk you will support operations by managing sales return transactions, updating inventories, and ensuring efficient coordination across the departments. The incumbent will also play a vital role in maintaining compliance with the company's policies and delivering excellent service.

### 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.

### Responsibilities

- **Inbound:** Accurately update inventory records and assist in coordinating activities between the warehouse and receiving, as well as between the receiving bay and the supply chain.
- **Outbound:** List all sales returns and record their respective return types. Identify the customer's original payment method and how the refund was issued. Ensure all sales return transactions are accurately documented.
- **Compliance:** Comply with the Warehouse policies, standard operating procedures and applicable legislations. Ensure that all QHSE (Quality Health and Safety Environment) regulations are complied with, to ensure safe working conditions and practices within the dispatch and yard. Comply with the security procedures and Safety & Health. Ensure that the dispatch is tidy, cleared from packaging materials and debris and that the warehouse operates in an orderly way. Take responsibility for goods which are directly allocated to you for accountability and follow all caution to ensure no damage or losses are incurred.

### Qualifications

- A minimum of one year of experience working in warehouse operations, clerical and/or administrative work.
- Post secondary training and/or qualification will be an advantage.
- Background in customer service, particularly handling returns.
- Experience with ERP system (SAP, NetSuite) will be an advantage.
- Basic computer skills, for stock management, is required.

### Hiring organization

Harley's Ltd

### Employment Type

Full-time

### Job Location

63 Westlands Road, Nairobi, Westlands, Kenya

### Industry

Healthcare

### Valid through

31.05.2025

### Date posted

May 22, 2025

**Contacts**

Candidates are invited to send their application, bearing the reference 'Ref: HAR/HR/AD/017', along with a detailed CV and copies of reference letters, to the Human Capital Department via e-mail: [careers@harleysltd.com](mailto:careers@harleysltd.com).

**Closing Date:** 31st May 2025.

Only the best candidates will be shortlisted and contacted for an interview.

The Company reserves the right not to make any appointment following this advertisement.