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# Example of Stores Manager Job Description

Our company is growing rapidly and is looking for a stores manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for stores manager

* Maximising of staff to utilise resources within departments
* Review and comment on internal procedures affecting Goods Inwards, Despatch, Stores and Inspection and identify areas where new standards or procedures may be required
* Optimising kitting processes & delivery of kits to the shop floor maximising striving for 100% Kitting on Time In Full
* Contribute to stock reduction projects / Re-use of packaging materials / Cost effective deliveries
* Preparation of procedural documents/instructions covering processes under his/her control
* Ensure that Stores complies with relevant EH&S legislation, including Manual Handling Regulations
* Conform and comply with current Health & Safety Regulations
* Conduct self-audits to monitor compliance with established procedures
* React to day to day problems associated with the operation of his/her responsibilities
* Maintain a clean and orderly working environment

## Qualifications for stores manager

* Must have 3-4 years of experience as a HR generalist, HR representative, or similar capacity in a large multi-regional company
* 4 years and above experience of working within MRO environment and a strong warehouse management back ground
* Excellent computer skills required (windows, explorer, outlook and Ms
* Fluency in Amharic & an excellent command written & spoken English
* People management experience is critical
* Any Degree (BCOM / MCOM / BSC / MSC / BBA) / Diploma in EXIM management / Logistics