

Warehouse Storekeeper Job Description

- Receive, pull stock, store, and maintain warehouse inventory
- Responsible for the issuance of materials and supplies to all departments in the organization
- Scrutinize all deliveries and ensure that defective or incorrect items are returned
- Examine stock and dispose of depreciated and obsolete stock following the organization's policy
- Responsible for stock control and housekeeping operations of warehouse cargo and items
- Key departmental orders into the inventory management system
- Carry out minor maintenance or repair of storeroom material
- Provide detailed reports on departmental charges
- Responsible for the preparation of requisitions for supplies and materials
- Responsible for the maintenance of inventory of parts and equipment on hand
- Keep documentation of materials and supplies issued
- Responsible for the preparation of work orders for equipment repairs
- Preserve records and prepare related reports.