

EMPLOYMENT OPPORTUNITY

STOREKEEPER



POSITION TITLE	STOREKEEPER
DEPARTMENT:	STORES
REPORTS TO:	HEAD STOREKEEPER
LOCATION:	OL DONYO LODGE (KENYA)

WHY THIS JOB EXISTS

As Storekeeper, you will support the Head Storekeeper in keeping the stores running smoothly, ensuring that stock is properly received, stored, recorded, issued and accounted for, while providing reliable support to the wider Lodge team.

ROLES AND RESPONSIBILITIES

NB: Please note that this is not an exhaustive list of duties.

Deliverables

- Assist with receiving, storing, issuing, and transferring stock.
- Monitor stock levels and support timely replenishment to minimise stockouts and wastage.
- Maintain accurate records of all stock movements, including receipts, issues, transfers, returns and damaged goods.
- Participate in regular stocktaking and reconcile physical stock against system records.
- Identify, report, and assist in resolving stock discrepancies, losses, or damage.
- Ensure stock is properly labelled, organised, and rotated using appropriate FIFO/LIFO procedures.
- Support compliance with Company stores, health, safety, and security procedures.
- Respond promptly to stock-related requests and concerns from other departments.
- Conduct spot checks and support measures to prevent stock loss and ensure accountability.
- Provide regular updates and reports to the Head Storekeeper/Lodge Manager on stock levels, movements, and issues.

QUALIFICATIONS & EXPERIENCE

- Diploma or Degree in Procurement Management, Supply Chain Management or equivalent. Additional certifications in inventory management or accounting are a plus.
- Minimum of 3–5 years of experience in stock management, storekeeping, or related roles, including at least 1 year in a supervisory capacity.
- Strong leadership and team management skills.
- Proficient in inventory management systems and Microsoft Office Suite.
- Excellent organizational skills and attention to detail.
- Good communication and problem-solving abilities.
- Knowledge of stock rotation, health and safety regulations, and loss prevention techniques

HOW TO APPLY

Interested candidates are invited to submit their applications to:

opportunities.kenya@greatplainsconservation.com.

The deadline for applications is **9th November 2026**

A complete application must include:

- A cover letter outlining your interest and suitability for the role.
- A detailed CV highlighting relevant experience and qualifications.

PLEASE NOTE, DUE TO THE HIGH VOLUMES OF APPLICATIONS ONLY THOSE WHO ARE SHORTLISTED WILL BE CONTACTED.