

Africa Improved Foods Holding Ltd (AIF), is a Public-Private Partnership focused on addressing malnutrition through the production of nutritious, high quality fortified foods. It is a joint venture involving a number of international organisations: DSM – the largest nutrition company in the world; the World Bank (IFC); the UK Govt (CDC) the Dutch Govt (FMO). The Government of Rwanda, and the World Food Programme.

Our products are intended to address malnutrition among vulnerable population segments such as pregnant and breast-feeding mothers, older infants and young children especially in the first 1,000 days of their life. To this end, we have built a world class food processing plant in Rwanda – to serve the East Africa region - and are now expanding into Ethiopia.

In as much as we are a commercial, for profit organization, we also strive to have the maximum social, economic and environmental impact possible on the communities in which we operate. In this respect, we have strong working relationships with reputable NGO's across the EAC Region.

Our model is to source raw materials from local small-holder farmers, employ, develop and to deploy local talent in the creation and growth of our fortified foods business.

Our Mission is to provide African consumers with high-quality fortified complementary foods that are affordable and available.

Our Vision is to be a trusted Africa-based producer of a range of nutritious foods that are proven to improve health.

Africa Improved Foods Rwanda Ltd is looking for self-motivated, qualified individuals with the right attitude and a passion for innovation to join our team on the position of a **Warehouse Operator**.

General Job information

Job title: **Warehouse Operator**
Business Group/Unit: **Africa Improved Foods Rwanda Ltd**
Department: **Production**

Position in the organization

Reports to: **Warehouse Supervisor**
Direct reports: **None**
Indirect reports: **None**

Purpose of the job

The warehouse operator is responsible for storing the right amount of materials such as goods and products in the right location to feed the business's operational and customer demand.

Key Responsibilities

The jobholder will be responsible for performing the following duties:

- Carry out daily physical operations in warehouse management
- Follow-up on loading and offloading activities
- Arrange items in the store in order to facilitate FEFO methods of management
- Prepare pick list and allocate it in designated area by type
- Carry out daily physical count checks and report to supervisor
- Supervise forklift drivers, casuals and manpower
- Implement health and safety environment (SHE) in line with company policy.
- Prepare a daily reports and submit to supervisor

- Worked in ISO22000 certified or similar warehouses or with similar hygiene practices
- Familiar with inventory documentation – GRNs, D. Notes, requisitions
- Very good with numbers
- Any other duties assigned by the supervisor

Knowledge and educational level

Educational level:

- Bachelor's Degree in business, management, finance or any relevant field

Required level of experience

- Minimum of 3 years of relevant or related experience
- Financial systems
- Proven experience in Warehouse and inventory management
- Good command of SAP, ERP system or any other related information system
- Excellent Excel skills

Other Competencies

- High level of integrity
- Vendor management and strong negotiating skills
- High attention to detail and analytical skills
- Open and flexible operating style with high transparency
- Independent mind-set
- Excellent communication and presentation skills
- Resourceful, hands on, self-driven, self-starter, proactive and independent worker, ability to work with a minimum of supervision
- Strong interpersonal skills required
- Ability to multi-task, work under pressure and meet deadlines as required

Application Process

If you believe you meet the above requirements, please submit your application including an application letter, a detailed Curriculum Vitae, telephone contact and email address.

The deadline for receiving applications is **Friday 20th October 2017**.

Please apply to:

Human Resources Director
Africa Improved Foods Rwanda Ltd
Kigali - Rwanda
E-mail on: recruitment@africaimprovedfoods.com

Only short listed candidates will be contacted.

For more information about Africa Improved Foods, please visit our website:
<http://www.africaimprovedfoods.com/>