



Job Title: Warehouse Data Entry Clerk/Storekeeper

Job Type: Full Time

Birmingham Glass Solutions Ltd is currently seeking a Warehouse Data Entry Clerk/Storekeeper to join our dynamic team. This role is ideal for a motivated individual looking to learn and grow in a fast-paced environment.

Job Responsibilities:

1. **Data Entry:** Inputting receipt, shipment, and inventory data into a computer system. This could include information about the type, quantity, and location of goods.
2. **Inventory Management:** Keeping track of inventory levels, conducting regular stock takes, and updating inventory records. This could also involve identifying and resolving any discrepancies in the inventory data.
3. **Order Processing:** Assisting in picking, packing, and dispatching orders. This could also involve preparing shipping documents and labels.
4. **Receiving Products:** Checking incoming products against purchase orders, recording any discrepancies, and updating the inventory records accordingly.
5. **Quality Control:** Inspecting goods for damage or defects and reporting any issues to the relevant parties.
6. **Warehouse Maintenance:** Keeping the warehouse clean and organized and ensuring that goods are stored in the correct locations.
7. **Reporting:** Preparing regular reports on warehouse activities and inventory levels.
8. **Team Support:** Assisting other warehouse staff as needed and contributing to a positive and productive working environment.

Qualifications:

- A diploma in a relevant field.
- Good organizational and record-keeping skills.
- Ability to work well in a team-oriented environment.
- Willingness to learn and take on a variety of tasks.
- Residing in the northern part of the island or around Port Louis.

Package:

- Basic salary of Rs 20,000 monthly.
- Accident insurance.
- Immediate eligibility for proportional local and sick leave.
- Opportunities for professional development and training.

Interested candidates are invited to submit their CV and cover letter to dhristee@birmingham.mu

APPLICATION DEADLINE: 15 August 2023