



## JOB OPPORTUNITY

**Job Title:** Stores Coordinator  
**Organization:** Watoto Childcare Ministries  
**Duty Station:** Watoto Children's Villages Bbira and Suubi

**Watoto Church and Childcare Ministries has experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Childcare, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.**

We are seeking to recruit **Stores Coordinator** to deliver exceptional service, provide best practises in inventory control, storage management, coordination and analysis of data and timely dispatch of supplies to support the Education and sports department.

### Key Duties and Responsibilities (but not limited to)

- Establish the standards, policies and procedures for delivering exceptional store services.
- Responsible for formulating the stores' plans and budgets and implementation.
- Liaise with the procurement team, store assistants, Finance, to support the inventory control process.
- Plan, coordinate and manage procurement as per set schedules and address any raised issues in a timely manner.
- Conduct regular meetings to review, monitor, adjust and upgrade the performance of the team.
- Supervise, motivate, evaluate performance of stores assistants, and identify training needs.
- Conduct frequent site checks to ensure that the procedures, and standards of delivery are in order and take appropriate action where necessary.
- Conform to and enforces policies and procedures and any rules and regulations laid down by the Leadership team to achieve the highest level of uniformity in service.
- Oversee stock control processes, maintain UpToDate stock control systems and plan future capacity requirements.
- Monitor that stores are clean and organised, and ensure stored items are well catalogued and labelled.
- Conduct stores quarterly checks, disposal of stock management and generate monthly store reports.
- Ensure service and maintenance records for all equipment are up-to-date and well-maintained
- Manage the IMS store module a functional stores inventory and ensure proper maintenance of stock and supplies.

### Qualifications, Skills and Experience.

- The applicant for the role should hold at least a minimum of a bachelor's degree in business administration, Economics, procurement, transport and logistics or any relevant discipline
- A minimum of three (3) years' working experience in a similar role in a school environment
- Computer literacy in Microsoft applications.
- Must be willing to live up to organisational values, confident
- Should be a good communicator, must have a high level of integrity, confidentiality, trust, good work ethics and sound judgement.
- Commitment to work within a team environment and ability to work under minimal supervision.



## How to Apply.

All suitably qualified and interested candidates can apply by visiting our website.

1. Website [www.watotochurch.com](http://www.watotochurch.com)
2. Go to the **JOIN THE TEAM** on the website menu.
3. Under that, **click here** to see job details and click **Apply Here** to apply for the job.
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents, and a Church/Pastor's recommendation letter to [careers@watotochurch.com](mailto:careers@watotochurch.com) (Subject Line: Job Title - First Name, Last Name).

**DEADLINE: 22<sup>nd</sup> / October /2024.**

**ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.**

