



WAREHOUSE ASSISTANT

Reports to: Assistant Store Lubes Supervisor

Department: Supply and Distribution

Duty Station: Head Office/ All stations

Job Summary

The Warehouse Assistant supports the efficient management of lubricant inventory by ensuring accurate receipt, storage, stock control, and dispatch of lubricant products. The role safeguards inventory integrity through regular stock verification, timely reporting of discrepancies, compliance with company procedures, and adherence to health, safety, security, and environmental (HSSEQ) standards. The incumbent supports the smooth operation of the lubricant warehouse while ensuring excellent service delivery to both internal and external customers.

Key Deliverables

- Ensure accurate receipt and verification of lubricant products against packing lists and delivery documentation.
- Identify, record, and report damaged, obsolete, or non-conforming products.
- Maintain accurate inventory records through timely communication with the Stock Controller for SAP updates.
- Conduct daily, fortnightly, and periodic stock counts and reconciliations.
- Support accurate order picking, packing, and dispatch in accordance with customer orders and invoices.
- Maintain an organized, clean, and safe lubricant storage environment.
- Ensure compliance with warehouse procedures and HSSEQ requirements.
- Support inventory audits and investigations into stock variances.
- Preserve the security and integrity of lubricant inventory.

Expected Outcomes

- 100% accuracy in receiving and recording lubricant inventory.
- Timely identification and reporting of damaged or obsolete stock.
- Accurate and up-to-date inventory records within SAP.
- Minimal inventory variances during stock reconciliations and audits.
- Timely and accurate customer order fulfillment.
- Well-organized warehouse that complies with safety and housekeeping standards.
- Improved inventory visibility and product traceability.
- Zero preventable stock losses resulting from poor storage or handling practices.

Qualifications

- Bachelor's Degree in: Logistics and Supply Chain Management ,Business Administration



Procurement and Logistics ,Warehouse Management ,Commerce ,Or a related discipline.

Experience

- 2–3 years' experience in warehouse operations, inventory management, logistics, or supply chain.
- Experience working in a lubricant, petroleum, FMCG, or manufacturing environment is an added advantage.
- Experience using SAP or other ERP inventory management systems.
- Experience in stock reconciliation and warehouse operations.

Knowledge

- Warehouse and stores management principles.
- Inventory control and stock reconciliation.
- Lubricant products and storage requirements.
- SAP or ERP inventory systems.
- Warehouse documentation and record management.
- Health, Safety, Security, and Environmental (HSSEQ) standards.
- Microsoft Office applications, particularly Excel.
- Quality control procedures for warehouse operations.

Core Competencies

- Warehouse operations management
- Inventory control
- Stock reconciliation and reporting
- SAP/ERP systems
- Warehouse documentation
- Product handling and storage
- Order fulfillment
- Inventory auditing
- Data recording and reporting

Working Environment

- Primarily warehouse and depot-based environment.
- Frequent manual inspection and handling of lubricant products.
- Regular interaction with warehouse staff, transport teams, stock controllers, and customers.
- Exposure to warehouse equipment and operational activities requiring strict compliance with HSSEQ procedures.
- Fast-paced operational environment with daily inventory and dispatch deadlines