



# SERENA HOTELS

SAFARI LODGES AND CAMPS  
HOTELS • RESORTS

## **JOB VACANCY:**

Tourism Promotion Services (TPS), Serena Hotels is a collection of 22 up-market hotels, safari lodges, camps and resorts within 7 Countries in the Eastern Africa region (Kenya, Tanzania, Zanzibar, Mozambique, Uganda, Rwanda, DR Congo).

We are renowned for our presence in magical locations and have the highest reputation for standards and service. We at Serena recognize that human resources are our most important asset, and significant resources are allocated annually towards staff development.

We are currently seeking qualified individual for the position of **Receiving Clerk at Dar Es Salaam Serena Hotels.**

### **Position summary:**

The Receiving Clerk is responsible for managing and overseeing the receipt of goods and materials into the organization. This role involves verifying incoming products, inspecting products for quality and accuracy, and ensuring proper documentation and storage of inventory. The Receiving Clerk plays a key role in maintaining inventory accuracy and ensuring smooth operations within the supply chain.

### **Duties and responsibilities:**

- Receive and inspect incoming supplies and goods to ensure they match purchase orders and delivery documentation and verify quantities and condition/quality of items.
- Complete and process receiving paperwork, inspection reports and Record received items in the inventory management system.
- Check for any damage or discrepancies in received goods and report issues to the appropriate departments to ensure that items meet quality standards before acceptance.
- Assist in updating inventory records to reflect received goods and ensure proper labelling and storage of items in designated locations.
- Work closely with suppliers, vendors, and internal departments to resolve any issues related to shipments or inventory discrepancies.
- Follow safety procedures for handling and storing goods that compliance with company policies and regulations regarding receiving processes.
- Knowledge of food safety regulations and sanitation practices.
- Address and resolve any questions or concerns related to shipments from internal stakeholders or suppliers.
- Strong attention to detail and accuracy in record-keeping.

### **Competence:**

- Knowledge in inventory management software and computer proficiency
- Physical fitness for lifting and moving heavy items when necessary.
- Ability to work independently and as part of a team.
- Good command of English
- Excellent communication skills with guests and colleagues
- Strong organization skills
- Should be analytical

- Should possess leadership and team management skills
- Committed to maintain high standards
- Familiarity with safety regulations
- High ethical standards
- Should be a person with a drive
- Has a positive attitude
- Full of Enthusiasm

**Minimum Qualifications:**

1. Bachelor's degree in Procurement and supply chain management or Accounts.
2. Registered under PSPTB will be an added advantage

**Experience:**

- Minimum of 3 years working experience in inventory Management or storekeeping preferably in hospitality industry.

**Human Resources Manager – Dar es Salaam Serena Hotel**

Sent via email to: [jobvacancy.daressalaam@serenahotels.com](mailto:jobvacancy.daressalaam@serenahotels.com) on or before 8<sup>th</sup> December 2024