



KAMPALA CLUB LIMITED

JOB DESCRIPTION



Job Title: Stores Clerk
Reports to: Accountant

Role Summary:

The Stores Clerk is responsible for managing the Club Inventory, ensuring that all supplies and equipment are received, stored, and distributed efficiently while maintaining accurate records. This role plays a key part in supporting financial controls by reconciling physical stock with accounting records and ensuring that procurement and issuance processes are transparent and well-documented. Also, responsible for day-to-day office equipment management and documentation.

Minimum Qualifications:

Diploma in Store Keeping, Purchasing, Procurement and Logistics. Any specific training and experience in a multifaceted environment will be an added advantage.

Minimum Experience: Two (2) years

Duties:

- Manage the Club Inventory,
- Ensure that all supplies and equipment are received, stored, and distributed efficiently
- Maintain accurate records.
- Support financial controls by reconciling physical stock with accounting records
- Ensure that procurement and issuance processes are transparent and well-documented.
- Responsible for day-to-day office equipment management and documentation.