



Job Advertisement

Warehouse Assistant – Non-Stock Items (NSI)

Mission for Essential Drugs and Supplies (MEADS) is a faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK). The Organization's core mandate is to provide reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services. MEADS was established in 1986 and serves clients spread throughout Kenya, other regions in Africa and beyond.

The position will report to the Warehouse Supervisor and will be responsible for the timely processing and management of non-stock items orders, ensuring that correct items, brand preferences, quantities, and expiries are accurately packed and dispatched.

Key Responsibilities:

- i. Process all non-stock items (NSI) orders received at the cage promptly and accurately to maintain efficiency.
- ii. Pack the correct items, including brand preferences, quantities, and expiries, for all clean non-stock item orders to meet quality standards.
- iii. Eliminate unallocated non-stock items in the cage by using the ERP system to generate reports of pending orders and processing all NSIs timely.
- iv. Prevent breakages and damages of non-stock items at the cage to maintain inventory integrity.
- v. Prepare and share a weekly status report on all pending non-stock items orders with relevant parties to facilitate timely actions.
- vi. Maintain the non-stock items cage clean, organized, and free of clutter and dust to ensure a well-organized workspace.

Candidate Profile:

- i. Diploma in Pharmacy/Nursing/Medical Laboratory/Clinical Medicine or related field. Enrolment with a relevant body is an added advantage
- ii. Minimum of 3 years work experience in a busy pharmaceutical warehouse
- iii. **Technical Competencies;** MS Office Suite Proficiency and data entry skills
- iv. **Functional skills;** Communication skills, problem-solving skills, analytical skills, interpersonal skills, attention to detail and high level of integrity

If you fit the profile of this position, please submit your application including:
Detailed CV stating your current position, current or last gross salary and expected gross salary

To: hr@meds.or.ke

By: 28th February 2025
(only shortlisted candidates will be communicated to)