

POSITION: ASSISTANT OPERATIONS MANAGER
COMPANY: NAIROBI CENTRAL HARDWARE LTD.
LOCATION: BABA DOGO, RUARAKA, NAIROBI
DEADLINE: ROLLING BASIS

INTRODUCTION:

At Nairobi Central Hardware Ltd. our mission is to provide the broadest selection of high-quality tools & accessories across Kenya & East Africa. Our product range supports the construction, manufacturing, plumbing, home renovation, & farming industries. We are passionate about delivering practical solutions & reliable service.

JOB SUMMARY:

We are seeking a meticulous, self-driven Assistant Operations Manager to oversee our dispatch operations in the warehouse. This role is key to ensuring order accuracy, organized loading processes, & timely delivery of goods to customers.

KEY RESPONSIBILITIES:

- Manage the customer ledger by recording names & assigning staff to handle specific order removals.
- Verify the accuracy of item descriptions & quantities on delivery notes before dispatch.
- Supervise the picking of items, ensuring correct labeling as per delivery requirements.
- Inspect items during the removal phase to confirm correct labeling & order accuracy.
- Oversee loading operations, ensuring all items are correctly labeled & numbered for transport.
- Maintain high levels of organization in the warehouse & loading zones.
- Collaborate with team members to promptly resolve any issues or discrepancies.
- Enforce safety protocols & ensure full compliance with company regulations.
- Provide training & support to team members to improve performance.

- Handle inventory-related inquiries or responsibilities in the absence of the Stock Controller.
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QUALIFICATIONS & SKILLS:

- Proven experience in dispatch operations, warehouse supervision, or inventory control.
 - Familiarity with inventory software or ERP systems (e.g., Tally, Dynamics).
 - Degree or diploma in Inventory Management, Supply Chain Management, or a related field.
 - Strong understanding of logistics & supply chain operations.
 - Ability to analyze & optimize inventory processes for operational efficiency.
 - Excellent organizational skills & attention to detail.
 - Ability to work well under pressure & in a fast-paced environment.
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HOW TO APPLY:

- ★ **Submit your application through the link below:**

<https://forms.gle/1ambTAhBwfX3zURY9>

- ★ **For further inquiries, contact HR at:**

+254 710 234 671

hr@nairobi-centralhardware.com