



<https://www.fineformconsultancy.com/job/warehouse-assistant/>

Warehouse Assistant

Description

Our client in the Fast-Moving Consumer Goods (FMCG) industry, with its Head Office in Kitwe and branches across the country, is seeking to recruit a **Warehouse Assistant** to join their team.

Job Purpose: To support the Warehouse Supervisor and team to ensure efficient warehouse operations.

Responsibilities

- Assist with receiving, storing, and dispatching of stock
- Ensuring cleanliness, tidiness and safety of work environment
- Support Inventory management and cycle counts
- Maintaining and Filing warehouse records
- Performing a daily physical stock count and inspection of the warehouse grounds
- Communicating errors to relevant parties

Qualifications

1. Qualifications and Experience

- Grade 12 School Certificate
- Minimum of a Diploma in Business Administration or any business-related field

1. Skills, Knowledge and Other Attributes

- Strong people skills — friendly, courteous, and a good team player
- Computer literacy, including proficiency in Microsoft Office
- Good oral and written communication skills
- Self-starter with strong initiative
- High level of integrity
- Strong prioritizing, time management, and organizational skill

Hiring organization

FINEFORM CONSULTANCY

Employment Type

Full-time, Temporary

Duration of employment

1 Year

Industry

Fast Moving Consumer Goods (FMCG)

Date posted

December 9, 2025

Deadline

12.12.2025