



# **Urgent Job Vacancy**

Job Title: Store Keeper  
Report To: Finance Controller  
Location: Margibi County, Opposite RIA  
Job Type: Full-time

The Farmington Hotel is located in Margibi County, right opposite Roberts International Airport. With 164 rooms, restaurants, bars, leisure facilities and the largest conference facilities in the country it has set new standards in Liberia's hospitality industry and beyond.

## **StoreKeeper Job Summary**

The Storekeeper is responsible for the upkeep and management of the hotel's inventory and stock, ensuring that all necessary items are available when needed. This involves coordinating with various departments within the hotel, including housekeeping, food and beverage, and maintenance, to ensure that all supplies are in stock and readily available.

The ideal candidate for this position should have excellent organizational skills, as well as the ability to multitask and work well under pressure. Attention to detail is a must, as the Storekeeper must keep accurate records of all inventory and stock, and be able to identify when supplies are running low and need to be replenished.

## **Duties and Responsibilities:**

1. Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area.
2. Able to follow standards for issuing and receiving stock within the store's area of operation.
3. Monitor and take inventory regularly to compile orders based on par levels or needs.
4. Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
5. Monitor levels for all food items to ensure proper levels.
6. Responsible for storage of both food & beverage and operational stock.
7. Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
8. Responsible for verifying all goods arrived as per the agreed purchase, delivery note, and agreed quantity received.
9. Refuse acceptance of damaged, unacceptable, or incorrect items.
10. Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
11. Ensure all store requisitions are signed by concerned Department Heads (HODs) and approved by FC.



12. Ensure the quantity requested and the quantity issued always match.
13. Ensure the store requisition form is signed by the person collecting the goods and entered into the **Inventory** System.
14. Post all invoices using the System.
15. Conduct inventory audits to determine inventory levels and needs.
16. Conduct physical stock audits regularly as advised by the **Financial Controller (FC)** and the physical count is to be tallied with the inventory count from the System.
17. Any differences between the manual count and System have to be investigated and the information to be given to the Finance Department.
18. Complete requisition forms for inventory and supplies.
19. Work closely with Purchasing to order and receive items and equipment.
20. Follow up on documentation of after-hours issues ensuring it is by established internal controls and procedures.
21. Adhere to all **Health** and **Safety** procedures particularly relating to food and beverage items.
22. Perform any other duties as assigned by the management or supervisors.

#### **Prerequisites:**

- Positive attitude and good communication skills.
- Flexibility to respond to a range of different work situations.
- Ability to work on your own or as part of a team.
- Have a good eye for detail.
- Must have basic computer skills for the day-to-day operation.
- Must be able to Speak good English

#### **Education:**

Relevant diploma or degree in Finance/Logistics Management or related business discipline. Able to work with MS Office suite.

**Experience:** Previous store management experience with stock control responsibility. Experience of at least **two years** in a similar position in the full-service hotel or hospitality industry.

Send your **full application** (cover letter, CV & references) to Email: **[jobs@thefarmingtonhotel.com](mailto:jobs@thefarmingtonhotel.com)**

Address all application to: **The Human Resources Department**  
**The Farmington Hotel, Liberia**  
**Margibi County, Liberia**

The deadline to apply for this position is **April 30, 2025 at 5pm**

**Note: only email application will be accepted**