



JOB ADVERTISEMENT – STOREKEEPER

Position: Storekeeper

Department: Finance & Administration Department – Procurement Unit

Location: NIRO Headquarters, Zone A, Banjul International Airport, Yundum

Reports To: Procurement Officer

Background

NIRO Company Limited is The Gambia's leading private aviation services provider, offering Ground Handling, Inflight Catering, Travel Agency and other aviation support services at Banjul International Airport. As the Company continues to expand its operations, Management seeks to strengthen inventory management, stock accountability and internal controls through the establishment of a dedicated Storekeeper position.

The Storekeeper will be responsible for the efficient management of the Company's central stores, ensuring proper receipt, storage, issuance, documentation and control of all inventory items used in Ground Handling, Inflight Catering, Administration and other operational units.

Key Responsibilities

The successful candidate will be responsible for:

- Receiving, inspecting and recording all goods, materials and supplies delivered to the Company.
- Ensuring all received items correspond with approved Purchase Orders, Delivery Notes and Goods Received Notes (GRNs).
- Maintaining accurate stock records and inventory registers for all store items.
- Managing the safe storage and proper preservation of inventory items.
- Issuing materials only against duly approved Store Requisition Forms.
- Maintaining minimum, maximum and reorder stock levels.
- Conducting regular stock counts and assisting in monthly and annual stocktaking exercises.
- Ensuring strict compliance with FIFO (First-In-First-Out) and FEFO (First-Expired-First-Out) principles where applicable.
- Monitoring expiry dates and shelf life of food products, consumables and chemicals.
- Maintaining proper records for GSE spare parts, tools, lubricants, fuel-related consumables, aircraft cleaning materials and catering supplies.



- Preparing weekly and monthly inventory reports for Management review.
- Reporting stock variances, damages, losses, obsolete items and slow-moving stock.
- Supporting procurement activities through accurate inventory information and reorder notifications.
- Maintaining proper filing and custody of all store-related documentation.
- Assisting internal and external auditors during stock verification exercises.
- Ensuring compliance with Company policies, quality standards, food safety requirements and internal control procedures.

Minimum Qualifications

- Diploma in Procurement & Supply Chain Management, Logistics, Business Administration, Accounting or related field.
- Minimum of three (3) years relevant experience in storekeeping, inventory management or warehouse operations.
- Experience in aviation, catering, manufacturing or logistics environments will be an added advantage.
- Good working knowledge of Microsoft Excel and Microsoft Word.
- Knowledge of inventory control principles and stock management procedures.
- Understanding of food safety and HACCP requirements will be an added advantage.

Competencies

The ideal candidate should possess:

- High level of integrity and honesty.
- Strong organisational and record-keeping skills.
- Excellent attention to detail.
- Good analytical and problem-solving abilities.
- Ability to work independently with minimal supervision.
- Good communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.

How to Apply

Interested candidates should submit:

- Application Letter
- Curriculum Vitae (CV)
- Copies of relevant certificates and qualifications



- Copy of National ID Card or other valid identification
- One passport-size photograph

The deadline for submitting application documents is **15 July 2026**. Applicants are requested to submit all required documents in a single scanned PDF file to recruitment@niro.gm