



BROADBAND SYSTEMS CORPORATION, PLC (BSC)
Remera, Kisement, Airport road KN5RD,
B.P 7229
Email : info@bsc.rw
Kigali – Rwanda

JOB ADVERTISEMENT

Brief Background

Broadband Systems Corporation, PLC (“BSC”) is a licensed Internet Service Provider (ISP) that is incorporated under the laws and regulations of the Republic of Rwanda. The company is engaged in the business of providing advanced Information Communication Technology (“ICT”) services based on broadband connectivity.

BSC is looking for qualified and competent candidates to fill the position of Store Keeper.

STORE KEEPER

The core tasks, duties, and responsibilities of the storekeeper are listed in the job description below:

- Receive, pull stock, store, and maintain Store inventory
- Responsible for the issuance of materials and supplies to all departments in the organization
- Scrutinize all deliveries and ensure that defective or incorrect items are returned
- Provide detailed reports on damaged inventory items
- Responsible for the maintenance of inventory of parts and equipment on hand
- Keep documentation of materials and supplies issued
- Any other duty assigned by the supervisor

QUALIFICATIONS AND EXPERIENCE

- High School diploma in related field.
- At least Two years working experience in receiving, storing, and issuing a variety of materials, supplies, and equipment;

COMPETENCIES

- **Knowledge:** A storekeeper should be familiar with accounting principles, inventory systems, and storekeeping methods and procedures.
- **Communication Skills:** The ability to communicate both verbally and in writing is an essential skill required of a warehouse storekeeper. It is necessary for working effectively with others, especially for taking oral and written instructions and following established procedures
- **Computer Skills:** they should be able to work with a computer and can utilize purchasing/inventory software, and Microsoft Office applications
- **Organizational Skills:** A warehouse storekeeper may be required to work with people in different departments and handle multiple tasks. So it is important that they can plan, organize, multi-task, and work cooperatively with others.



Interested candidates, who meet the conditions herein, should submit their letters of application accompanied with their Curriculum Vitae, copy of Certificate(s) addressed to the Chief Executive Officer of Broadband Systems Corporation, PLC. to hr@bsc.rw; (**note that the certified documents will be required during interview**)

The deadline for submission of applications is scheduled on **20th November 2021**

Only shortlisted candidates shall be contacted.

Done at Kigali, on 11/11/2021

Mr. Christian Muhirwa
Chief Executive Officer