

## **JOB VACANCY**

### **Company Overview :**

Gabiرو Agribusiness Hub Ltd is a fruit of joint venture Company established between the Government of Rwanda through its Ministry of Agriculture and Animal Resources (Majority shareholder) with Netafim Ltd, an Israeli company that offers global leadership in the agriculture manufacturing industry. Both parties signed a Joint Venture-JV and Engineering Procurement and Construction-EPC agreements on February, 23rd 2019 to initiate Gabiرو Agribusiness Hub Project Phase I (5600/15600 Ha). The project shall cover Karangazi and Rwimiyaga sector, of Nyagatare district. Phase II of the project is expected to extend to both north and south parts of phase I reaching to Gatsibo District.

### **I. Position Title: Warehouse officer**

Location: Gabiرو Agribusiness Hub Ltd/NYAGATARE

Type of Contract: Permanent

Deadline: 19/06/2025

### **Job Summary:**

The Warehouse Officer will be responsible for maintaining inventory accuracy, coordinating shipments, and ensuring efficient storage and retrieval of goods. The ideal candidate should have previous experience in warehouse management, strong organizational skills, and the ability to thrive in a fast-paced environment.

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**Key Responsibilities :**

- Oversee all warehouse activities, including receiving, storing, and distributing stock items.
- Ensure accurate inventory management through regular cycle counts, audits, and reconciliation.
- Coordinate incoming and outgoing shipments, including processing orders and preparing documentation.
- Monitor warehouse space utilization and optimize storage layouts for efficiency.
- Implement and enforce safety protocols to ensure a safe working environment for warehouse staff.
- Supervise and train warehouse personnel on proper handling and storage procedures.
- Collaborate with other departments, such as logistics and procurement, to fulfill orders and meet customer requirements.
- Maintain cleanliness and organization within the warehouse, including proper disposal of waste materials.
- Utilize warehouse management systems (WMS) to track inventory movement and maintain accurate records.
- Identify areas for process improvement and implement solutions to increase efficiency and productivity.

**APPLICATION PROCEDURES**

- Application letter addressed to the Chief Executive Officer of GAH Ltd.
- A copy of National Identity card (ID)
- A copy of the required Degree
- Curriculum Vitae with 3 reference persons and their contacts.
- The required working experience must be proven

The interested applicants shall submit all required documents, in PDF as single document via [recruitment@gah.rw](mailto:recruitment@gah.rw) by not later than **19-06-2025 at 5:00 PM.**

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- Initiate and implement quality control measures to ensure agricultural products meet industry standards and customer specifications before storage and distribution.

**Qualifications and requirements :**

1. Bachelor's degree in supply chain management, logistics, business administration, Finance or a related field (preferred).
2. Minimum of 1 year of proven experience in warehouse management, business administration or a similar role
3. Solid understanding of warehouse operations, inventory control, and logistics procedures.
4. Proficiency in using warehouse management systems (WMS) and Microsoft Office applications.
5. Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
6. Attention to detail and a commitment to maintaining accuracy in inventory records.
7. Excellent communication and interpersonal skills, with the ability to collaborate effectively within a team and across departments.
8. Flexibility to adapt to changing priorities and work schedules as needed.
9. Knowledge of health and safety regulations related to warehouse operations.

  
**NGARAMBE Aloysius**  
**Chief Executive Officer**  
**Gabiro Agri business Hub**

