



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
INTERNAL & EXTERNAL
ADVERTISEMENT

Ref:IITA-HR-NRS2017-0015	Position: Store Keeper II
Locations: Ibadan	Recruitment Type: National (3-year renewable contract)
Date Posted: 14 th March 2017	Closing Date: 29 th March 2017

The International Institute of Tropical Agriculture seeks suitable Nigerian for the positions below at the Institute's headquarters in Ibadan.

Position	Responsibilities	Qualification
Store Keeper II IITA-HR-NRS2017-014A	Successful candidate will among other things perform the following duties: <ul style="list-style-type: none">• Assist in receiving stores liaison with shipping and logistics on documentation, verification, clearance and invoicing;• Assist in updating PO Tracker Notes on receipts of items (complete, incomplete or damaged);• Assist in numerical checks of Airway Bills and Bill of Lading;• Assist in offloading containers and unpack crated items for both sea and air freight;• Assist in arranging unpacked materials on shelves and racks in the stores;• Assist in delivering non-stock items to customers on daily basis;• Assist in filling daily transactions and making photocopies;• Assist receiving store keeper when needs be;• Perform any other duties as may be assigned by the supervisor.	O'Level school leaving certificate or CIPS I with at least three (3) years' experience performing same role. Competencies: Ideal Candidate must have: <ul style="list-style-type: none">• Good knowledge of computer with excellent interpersonal and communication skills (oral and written).

REMUNERATION:

We offer highly competitive salary with equally attractive benefits and excellent working conditions in a pleasant campus environment.

METHOD OF APPLICATION:

Interested applicants should complete the online application attaching detailed curriculum vitae saved with their names in Microsoft word format to IITA website: <http://www.iita.org/careers> no later than Two Weeks from the date of this publication. The application must include the names and e-mail addresses of three professional referees which must include the applicant's current or previous direct Supervisor, professional colleague and evidence of current remuneration package.

IITA is an equal opportunity employer and particularly welcomes applications from female candidates.