



JOB DESCRIPTION: PROCUREMENT AND INVENTORY ASSISTANT

Company:	EarthEnable Uganda
Reports to:	Financial Controller
Location:	Jinja, Uganda
Compensation:	Starts modest with potential for significant raises and bonuses

Who We Are

At EarthEnable, we believe that our clients deserve our very best, that morning high-fives are the best way to start the day, and that the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building floors: it means building an organization and building a better future for rural families.

What We Do

EarthEnable is transforming the way people live, by making homes healthier for families across rural Uganda. 60% of Ugandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embedded energy. Earthen floors are already prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite).

About the Role

We are seeking an organized and detail-oriented Procurement and Inventory Assistant to manage the movement of key materials around the country. In this position, you'll play a key role in the proper care and maintenance of our stock, including ordering, receiving, and managing inventory. Some of the tasks and responsibilities of the Procurement and Inventory Assistant include:

- Test the quality of materials and tools to ensure they meet quality standards
- During heavy building periods, ensure that quarry materials are sourced from standard materials and stay with materials until they reach customer homes
- Maintain receipts, records, and withdrawals of the stockroom via Salesforce
- Receive, unload, and shelf supplies
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control



- Build list of preferred suppliers and approved price lists and keep them regularly updated in the online inventory management system
- Fulfill all central purchase requests from district offices and ensure materials reach in a timely basis
- Prepare weekly central purchase order based on current stock on hand
- Perform weekly stock counts and confirm numbers match system data at Head Office and monthly stock counts at each district office

Qualifications

- Knowledge of proper computer-based bookkeeping and inventory management or Salesforce
- Familiarity with standard concepts and best practices in a stockroom
- Analytical mind with ability to make accurate mathematical computations
- Excellent written and verbal communication skills in Luganda or Lesoga
- Trustworthy with materials
- Competencies in data entry, analysis, and management
- Keen attention to detail and ability to effectively manage time
- Ability to safely operate common office equipment
- Minimum of a Diploma in procurement and logistics or related field
- 1+ years of experience in storekeeping, inventory control, or recordkeeping

Apply online at <http://www.earthenable.org/applynow-3/>