



Store and Logistics Officer Job Vacancy at Smiles Dental Clinic

Job Title: **Store and Logistics Officer**

Location: Smiles Dental Clinic

Reports To: Assistant HR& Administrator.

Employment Type: Full-Time

Job Brief

Smiles Dental Clinic is seeking a proactive and detail-oriented Store and Logistics Officer to manage inventory, procurement, and logistics across its clinic locations and mobile dental vans. This role involves monitoring and ordering stock, maintaining the clinic store, ensuring the dental vans are fully equipped, and supporting both local and international sourcing activities to ensure smooth operations.

Key Responsibilities

Inventory Monitoring & Ordering

- Monitor stock levels regularly and ensure timely reordering of supplies to prevent shortages.
- Forecast inventory needs based on clinic usage patterns and upcoming activities.
- Prepare purchase requisitions and track approvals in line with procurement policy.

Clinic Store Management

- Maintain accurate records of consumables, instruments, and dental equipment in the clinic store.
- Organize and manage the storage area, ensuring items are labeled, stored safely, and easy to retrieve.
- Perform routine stock counts and reconcile physical inventory with system records.
- Receive, inspect, and document deliveries, and ensure proper shelving and stock rotation (FIFO/LIFO as applicable).

Dental Van Inventory Management

- Maintain updated inventory for all mobile dental vans, ensuring they are stocked and ready for outreach services.
- Conduct regular inspections of van supplies and restock as needed.
- Work closely with the mobile dental team to track usage and anticipate supply needs during field activities.

Procurement & Sourcing

- Send out Requests for Quotation (RFQs) to approved vendors.
- Source and evaluate suppliers for competitive pricing and quality assurance.
- Raise Purchase Orders (POs), track order status, and follow up on deliveries.

Logistics & Delivery Coordination

- Coordinate with suppliers and logistics partners for local and international deliveries.
- Oversee customs clearance and import documentation for international shipments.
- Organize transportation and distribution of supplies to branches and vans.

Compliance & Documentation

- Maintain accurate records of purchases, delivery notes, inventory logs, and asset movements.
- Ensure compliance with Smiles Dental Clinic policies and relevant procurement regulations.
- Support periodic audits by providing inventory and procurement documentation.

Qualifications and Skills

- Diploma in Procurement, Logistics, Supply Chain Management, Business Administration, or a related field.
- Minimum 2 years' experience in procurement, logistics, or storekeeping; healthcare/dental experience preferred.
- Strong knowledge of inventory systems and procurement processes.

- Familiar with MS Excel and inventory management software.
- Excellent communication, organization, and multitasking skills.
- High integrity, attention to detail, and ability to work independently.
- Fluent in English and Kiswahili.

Core Values

At Smiles Dental Clinic, we are committed to:

- Efficient and ethical resource management.
- Supporting quality dental care through seamless logistics and procurement.
- Promoting accountability and transparency in all supply chain activities.

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How to Apply

Qualified candidates should email their CV and Cover Letter to: smilesdentaltanzania@gmail.com

Application Deadline: 15th May 2025 at 23:59 HRS

Email Subject Line: SDC/SLO/2025/01 – Store and Logistics Officer