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Meru

VACANCY

The Meru County Investment and Development Corporation was established by The Meru County Investment and Development Corporation Act 2014, to provide for the establishment of legal and institutional framework for promotion and coordination of investment and development and for connected purposes.

It is in the furtherance of the objectives of this Act that we invite applications for the following positions:-

MANAGER, PETROL STATION One (1) Position

JOB SUMMARY: Petrol station manager shall be responsible for the planning, organization, direction, control and evaluation of the petrol station. He/she is expected to market ideas to promote business, maintain revenue and payroll and meet budgeted productivity while keeping quality consistently high.

KEY RESPONSIBILITIES:

1. Responsible for day-to-day operations of the petrol station to ensure that petrol station runs smoothly and efficiently.
2. Implement and maintain procedures to ensure high level of service.
3. Deliver excellent customer service by ensuring the safe and efficient operation of the station.
4. Controlling stocks and ordering products and make sure that station does not run out of stocks.
5. Perform all purchasing duties and maintain proper inventory standards.
6. Take physical count of all stocks at the end of month and update the inventory records.
7. Make sure there is no product losses. Fuel losses must be within the allowed percentages.
8. Allocation of staff duties, maintaining staff attendance and off duty register
9. Ensure that all staff adhere to company's rules and regulations

10. Ensure all daily and monthly returns are prepared on time.
11. Maintain station records of sales, cash sales registers, invoices registers, credit cards records etc.
12. Take meter readings and lubricants stocks at every shift change.
13. Check fuel pumps, compressors, generators and that other equipments, ensure they are in good working condition. Make sure that pumps seals are not tampered with, they must be intact.
14. Ensure there is no water in the fuel tanks.
15. Oil interceptors must be cleaned regular and records kept. Oil must not spill in the environment.
16. Offloading fuel and density testing.
17. Check pump attendants cash takings and collections on surprise basis, cash reconciliation, banking, maintain cash book, expenses analysis, preparing creditor's payments.
18. Ensure all employees are paid correctly and timely.
19. Induction of new employees and conducting on job trainings.
20. Maintain safe, health, environment measures and security regulations.
21. Ensure that the sales floor and the bathrooms are clean and well kept.
22. Undertake other functions as assigned by the supervisor.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE FOR THE POST:

- a) Diploma in Business Administration, Project Management or related field from a recognized Institution.
- b) Experience and knowledge of basic Accounting.
- c) At least 5 years working experience in the petrol service station as a manager or supervisor.
- d) Excellent customer service skills.
- e) Good computer skills especially MS Word and MS Excel.
- f) Excellent oral and written communications skills.
- g) Well organized and exercises sound judgment in decision making.
- h) Proven and demonstrable leadership and general management skills.
- i) A self-motivated individual with proven analytical and problem solving skills.
- j) Demonstrate high integrity.

SUPERVISOR, PETROL STATION One (1) Position

JOB SUMMARY: To execute all duties as related to supervision of the Petrol Station.

KEY RESPONSIBILITIES:

1. Work with the station manager to maintain operational and service standards and assist in leadership.
2. Supervising staff, allocation of staff duties, maintain staff attendance and off duty registers.
3. Ensure all daily and monthly returns are prepared on time.
4. Maintain stations records of sales, cash sales register, invoice register, credit cards records etc.
5. Assist the manager in taking meter readings, dips and lubricants stocks at every shift change.
6. Ensure that the sales floor and the bathrooms are clean and well kept.
7. Maintain safe, health, environment measures and security regulations.
8. Deliver excellent customer service by ensuring the safe and efficient operation of the station.
9. Participate in staff training and development.
10. Handle customers complains and seek assistance from manager where necessary.
11. Ensure there is no water in the fuel tanks.
12. Oil interceptors must be cleaned regularly and records kept, oil must not spill in the environment.
13. Assist the manager in offloading fuel and density testing.
14. Taking, together with the manager physical count of all stocks at the end of the month and updating the inventory records.
15. Be able to assume the managers roll in case of his absence.
16. Establish rapport at work, a healthy climate where you receive complains.
17. Undertake other functions as assigned by the station manager.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE FOR THE POST:

- a) Diploma in Business Administration, Project Management or related field from a recognized Institution.
- b) At least 3 years working experience in the petrol service station.
- c) Excellent customer service skills.
- d) Good computer skills especially MS Word and MS Excel.
- e) Excellent oral and written communication skills.
- f) Well organized and exercises sound judgment in decision making.

- g) A self-motivated individual with proven analytical and problem solving skills.
- h) Demonstrate high integrity.

1. PETROL STATION ATTENDANTS Four (4) Positions

KEY RESPONSIBILITIES:

1. Run fuel pumps and fill fuel tanks of vehicles with petrol or diesel fuel to the customer's required level.
2. Charge purchases through cash, debit or credit cards and give customers receipts.
3. Keeping track of fuel levels in the fuel storage tanks.
4. Prepare daily reports of fuel, oil and accessory sold.
5. Provide customers with the highest levels of service and satisfaction at all times.
6. Answer questions from customers and provide directions if needed.
7. Check the oil and water levels of customer's vehicle when required.
8. Clean parking areas, offices, washrooms, equipments and remove trash.
9. Adhere to company's rules and regulations
10. Undertake other functions as assigned by the supervisor.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE FOR THE POST:

- a) Kenya Certificate of Secondary School (KCSE) D Plain.
- b) At least one year working experience in the petrol service station.
- c) Excellent customer service skills.
- d) Ability to understand and carryout instructions.
- e) Be willing to work night shifts, weekends and on public holidays.
- f) Demonstrate high integrity.

CASHIER One (1) Position

KEY RESPONSIBILITIES:

1. Process all payments on purchases, petrol, gas and other products, whether cash or credit.
2. Execute inventory and stoking of goods and merchandise inside the store.
3. Perform record and bookkeeping at the end of every shift.
4. Operate cash register to manage cash, credit and debit card transactions.
5. Ensure that stations records of sales, cash sales register, invoice register, credit cards records etc are updated appropriately and on time.
6. Count money in cash drawer at the beginning of shift to ensure that amounts are correct and there is adequate change.

7. Communicate customer request to the supervisor.
8. Taking, together with the manager physical count of all stocks at the end of the month and updating the inventory records.
9. Ensure all daily and monthly returns are prepared on time.
10. Keeping track of fuel levels in the fuel storage tanks.
11. Prepare daily reports of fuel, oil and accessory sold.
12. Answer questions from customers and provide directions if needed.
13. Clean parking areas, offices, washrooms, equipments and remove trash.
14. Adhere to company's rules and regulations
15. Undertake other functions as assigned by the supervisor.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE FOR THE POST:

- a) Kenya Certificate of Secondary School (KCSE) D+ and above.
- b) Experience and knowledge of basic Accounting.
- c) At least one year working experience in the petrol service station.
- d) Excellent customer service skills.
- e) Good computer skills especially MS Word and MS Excel.
- f) Ability to understand and carryout instructions.
- g) Be willing to work night shifts, weekends and on public holidays.
- h) Demonstrate high integrity.

Candidates who meet the above requirements should submit their applications so as to reach the address shown below clearly specifying the position applied for on the top of the envelop, by 8th July, 2016.

Applications to include cover letter, CV with details of daytime contact, email address, three referees, copies of certificates and testimonials and a copy of I.D.

**The Managing Director,
Meru County Investment and Development Corporation,
P.O Box 3194(60200)
Meru.**

On line applications can be submitted to: careers@investmeru.co.ke