

Rekopol Resources Ltd

Abuja, Nigeria

CANDIDATURES OUVERTES

Purchasing Officer and Storekeeper

Achats & approvisionnement · Logistique

LIEU

Présentiel sur site · Type de contrat indéfini

Apo Area, Abuja, Abuja, Nigeria

Salaire : 150 000 à 200 000 NGN par mois

CANDIDATURE

place(s) disponible(s)

4 an(s) d'expérience minimum

Publiée le 11/10/2026

DESCRIPTION DU POSTE

A leading hospitality company, opening soon a new 5-star hotel in the Apo area of Abuja, requires an experienced Purchasing Officer to handle the purchasing unit and a Store Keeper for the store unit.

The Purchasing Officer shall:

- Manage the organisation's procurement of goods, services and materials to ensure smooth operations at the best possible cost
- Ensure day-to-day recording of all financial transactions relating to sales and store activities
- Be responsible for bank reconciliation and inventory reconciliation
- Adhere to all purchase procedures and stores issuance procedures

The Store Keeper shall:

- Maintain stock cards and issue MRNs to suppliers
- Prepare the income statement and the daily revenue report
- Maintain the cash register and cash book
- Handle all petty cash and prepare vouchers
- Carry out any other responsibility assigned

The candidate must be computer literate, knowledgeable in accounting software and able to resume within the next 2 weeks.

Salary range: NGN 150,000 – 200,000 per month. Full time, on site. Qualification: BSc/HND or OND. Experience: 4 years.

How to apply: use the application link on the source page (CV sent by e-mail with the position as subject).

Source: posted 11 Oct 2026 on MyJobMag Nigeria.

PRÉREQUIS

- Experience in purchasing / store-keeping (4 years)
- BSc/HND or OND
- Computer literate and knowledgeable in accounting software
- Able to resume within 2 weeks

DOCUMENTS À FOURNIR POUR CANDIDATER

- Curriculum Vitae (CV)

CONTACT RECRUTEMENT

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