

VACANCY ANNOUNCEMENT

DP World Logistics Rwanda, would like to recruit qualified and experienced **Warehouse Management System Operator**

Job Profile

- Operate and maintain the Warehouse Management System (WMS) to support daily warehouse activities.
- Ensure accurate and timely data entry of incoming and outgoing goods in the system.
- Monitor inventory levels and generate system-based reports for stock reconciliation.
- Coordinate with warehouse teams to ensure smooth order processing, picking, and dispatch.
- Perform regular system checks to ensure data accuracy and resolve any discrepancies.
- Support cycle counting and stock-taking activities using the WMS.
- Train and assist warehouse staff on WMS usage as needed.
- Collaborate with IT or system support teams to troubleshoot WMS issues.
- Generate daily, weekly, and monthly performance and inventory reports for management.
- Ensure compliance with company policies, procedures, and safety regulations.

Requirements and Qualifications

- Bachelor's degree in information technology, Supply Chain, Logistics, or related field.
- Proven experience working with a Warehouse Management System, knowledge Terminal Operating System will be an added advantage
- 2-3 years of experience in warehouse operations or logistics.
- Proficiency in MS Office (Excel, Word, Outlook, PPT).
- Strong analytical and problem-solving skills.
- Good communication and organizational skills.

How to apply: Interested candidates should send their updated Curriculum Vitae, academic credentials, and application letter addressed to Head of Human Resource DP World Rwanda on info.dpworldkigali@dpworld.com than 8th August 2025.

Juliet NAIGA
Head of Human Resource
DP World Logistics Limited, Rwanda
Kigali Logistics Platform

