



Storekeeper

09-11-2025

Organization: Podar Pearl School

Location: Doha, Qatar

Reports to: Admin Manager

The storekeeper is responsible for overseeing the entire supply chain and inventory management for the store operation of Podar Pearl School and its campuses in Qatar. The incumbent must ensure the efficient, cost-effective, and timely procurement, storage, and distribution of all goods and services required for the smooth and uninterrupted operation of the schools. This role is critical in supporting the academic and administrative functions by maintaining optimal stock levels, ensuring quality standards, and achieving significant cost savings, all while adhering to regulations and policies of the school and the State of Qatar.

Qualifications:

- Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field.

Experience:

- A minimum of 3-5 years of progressive experience in procurement and store management, with at least 2 years in a supervisor role in Qatar
- Previous experience within the education sector is highly desirable.

Skills & Competencies:

- Ability to lead a diverse team and manage stakeholders across multiple schools.
- Fluency in English is essential.
- Strong analytical and budgeting skills.
- Impeccable ethical standards and transparency in all dealings.
- Proactive and able to resolve supply chain issues under pressure.
- Exceptional attention to detail and ability to work under pressure
- Proficiency in MS Office Suite (especially Excel) and advanced Inventory/ERP systems.
- Ability to communicate and interact with parents in a courteous manner
- Driving license in Qatar

Candidate's demography:

- **Gender:** Male
- **Nationality:** Indian
- **Location:** Available in Qatar or in India
- **Salary:** As per industry standards, in addition to Accommodation, Transportation, bi-annual tickets, and other benefits.
- **Contract Period:** 5 Years



Key Responsibilities:

- Plan and manage the timely distribution of materials to students and parents and other campuses, schools, departments, and end-users as per their requisitions.
- Identify, evaluate, and onboard reliable suppliers and vendors for a wide range of categories, including Textbooks, stationery, lab equipment, library books, art supplies, sports equipment, IT/Office supplies, uniforms and cleaning supplies.
- Lead the tendering process and tender analysis.
- Negotiate contracts, pricing, payment terms, and service level agreements to achieve best value for money.
- Oversee the central store and any other campus storerooms
- Implement and manage an inventory management system (ERP) to track all stock levels, movements, and valuations.
- Conduct regular stock-taking and cycle counts to ensure accuracy and minimize discrepancies
- Coordinate with the transport and logistics team for the delivery of goods.
- Manage the reverse logistics process for returns, damaged goods, and supplier recalls.
- Process purchase orders and liaise with the finance department for timely vendor payments.
- Analyze spending patterns and generate regular reports on cost savings, supplier performance, and inventory turnover for senior management.
- Lead, mentor, and manage store assistants and in-charges of other campuses
- Conduct regular performance reviews of suppliers and service providers.
- Ensure all procured goods, especially lab chemicals, art supplies, and food items, meet safety and quality standards.

To apply for the position, please visit www.podarpearlschool.org/careers and send the latest CV to careers@pearlschool.org , with the subject line 'Application for Storekeeper'