

We're Hiring: Storekeeper & Administration Assistant

At around 10 square kilometers in size, Miavana is a private island off Madagascar that invites guests to escape to the extraordinary. Raw and refined, Miavana brings together luxury and adventure as well as a true sense of travelling with purpose. We rely on a talented team to make Miavana one of the world's most intimate havens. Both Front and Back of House play an equally important role in making our guest experience magical.

If you consider yourself to be an outstanding individual and one of the best in your field, we would like to hear from you.

Core Responsibilities:

- + Manage daily store operations, including supply receipt, distribution, and inventory control.
- + Overseeing purchase and good receiving process.
- + Maintain and update an automated inventory database for materials, supplies, and equipment.
- + Generate inventory reports, monitor stock levels and its rotation, and determine re-order needs.
- + Ensure accurate recordkeeping and efficient order management.
- + Support departmental activities and streamline store-related processes.
- + Plan the boat movements and team travel.

Crucial Experience and Skills:

- + Proven knowledge of storekeeping, warehousing, inventory management, and bookkeeping practices.
- + Ability to perform physical labor, including lifting up to 23 kg unaided.
- + Proficiency in computerized inventory systems and data entry.
- + Strong written and verbal communication skills for recordkeeping and supplier interactions.
- + Customer service orientation with the ability to address supplier needs and resolve issues effectively.

To apply, please send your CV to people@timeandtideafrica.com before 31 January 2025.

For more information, please visit our website at miavana.com