

Warehouse Keeper / Storekeeper

Job Location

Building 18, Street 700, 00000, Doha, Doha, Qatar

Remote work from: Qatar

Base Salary
USD 820 - USD 1,100

Qualifications

High School Diploma or Equivalent (10th/12th Pass)

Employment Type

Full time

Experience

1-2 years relevant experience in warehouse/logistics

Skills

Inventory control, safe lifting practices, basic computer literacy, organizational ability, reliable

Responsibilities

Material receiving, secure storage, inventory tracking, order preparation, loading/unloading operations

Description

Desert Falcon Logistics is actively seeking a reliable and highly organized **Warehouse Keeper / Storekeeper** to join our growing operations team in the key logistics hub of **Qatar**. As the manufacturing and trade networks expand, the Storekeeper role is fundamental to managing the vital flow of goods, raw materials, and finished products both into and out of our facilities. This is a critical position best suited for lower-level or experienced candidates who are meticulous, physically fit, and dedicated to maintaining accurate records.

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Key Role in the Supply Chain

The primary purpose of this role is to act as the custodian of all stored items. You will be instrumental in preventing loss, damage, or deterioration of our inventory. This involves implementing and adhering to strict inventory management practices,

Hiring organization

Desert Falcon Logistics

Date posted

October 31, 2025

Valid through

18.04.2026

such as the First-In, First-Out (FIFO) method, to ensure material freshness and optimal stock rotation. You will be primarily based in one of our main logistics and industrial areas, such as the Doha Industrial Area, requiring dedication and the ability to work effectively in an industrial environment.

Core Responsibilities in Detail

Your day-to-day duties will encompass the full cycle of material handling:

1. **Receiving and Inspection:** You will receive incoming shipments, carefully **inspecting all goods** for quality and verifying quantities against purchase orders or supplier documentation. Generating Goods Receipt Notes (GRN) accurately and promptly is a core requirement.
2. **Storage and Organization:** You are responsible for the **safe and systematic storage** of all items in their correct, labeled locations. Maintaining an orderly and clean warehouse is mandatory to ensure safety and easy retrieval.
3. **Inventory Control and Documentation:** You must **accurately track inventory** using the company's systems, which may range from paper logs to basic computer software (such as MS Excel) or basic ERP modules. You will conduct regular physical **stock counts** and audits, promptly reporting any low stock levels, discrepancies, or damaged goods to the supervisor.
4. **Issuance and Shipment:** Prepare and **issue materials** to various internal departments based on approved requisitions. You will also assist in **preparing packaged goods for shipment** and safely participating in the **loading and unloading of trucks** and other transport vehicles.

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