

# CastelMW

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## Logistics Systems Clerk

### Description

To make sure all supply chain system transactions are well managed, timely and error free to avoid inconveniencing other stakeholders in meeting pre-requisites of their daily tasks.

### Responsibilities

Reporting to the **Logistics Systems Manager**, the **Systems Clerk**, will be required to carry out the following duties, among others:

- Coordinate with warehouse team on items to be transshipped through check slip.
- Prepare transfer or receipt of (FG, EC or materials) in the system and print transfer shipment or receipt of which original copy is shared with warehouse to be used when moving products from dispatch to destined location.
- Reconcile returns from market in the system for invoicing to customer by finance team.
- Coordinate with warehouse team on items being returned from market, prepare sales return order in the system for crediting customers by finance team and reconcile returns against value in the system.
- Refer all discrepancies realized on returns to deployment for amendment, and forward Sales returns to finance for further processing.
- Liaise with stores on all materials physically received in GRN book, compare information shared in GRN, if it matches the order in the system, and prepare purchase receipt.
- Submit purchase receipts to finance and stores as proof of completed transaction.
- Process material transfer orders and consumption journal.
- Circulate morning stocks to planning assistant and other stakeholders

### Qualifications

The ideal candidates should have at least the following qualifications and experience:

- Diploma in business management or ICT and vested hands-on computer systems, with 2 years' experience in a similar role in a busy environment preferably in an FMCG Industry.

### Key Competencies

- Ability to prepare reports using advanced Microsoft Excel applications.
- Ability to analyze raw information into reports to be shared with interested stakeholders.
- Hands on ERP systems.
- Ability to analyze reports using MS Office.

### Mode of Application

Those interested and are meeting the above requirements should send their application letters, copies of certificates, including a detailed CV with at least three traceable referees, to:

### Hiring organization

CastelMW

### Employment Type

Full-time

### Date posted

February 3, 2026

[malwirecruitment@castel-afrique.com](mailto:malwirecruitment@castel-afrique.com)

**OR,**

The Human Resources and Corporate Affairs Director,

Castel Malawi Limited,

PO Box 406,

**BLANTYRE.**

The closing date for receiving applications is **Saturday 7<sup>th</sup> February 2026**, at 5 pm.

Only shortlisted candidates will be acknowledged.

***Castel Malawi Limited is an equal-opportunity employer; as such, females are encouraged to apply.***