

JOB SPEC : INVENTORY CONTROLLER

JOB TITLE	Temp Stock Controller (take note 3-month temp position, no permanent position)
COMMENCEMENT DATE	A.S.A.P
AREA	Gauteng and Surrounding areas (Woodmead)
REPORTING TO	Financial Manager
WORKING HOURS	07:00 to 16:00 – Monday to Friday or 08:00 – 17:00 – Monday to Friday
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">• 1+ years' experience with stock control procedures in Retail environment• Good verbal and written communication skills• Excel skills• Ability to perform an accurate stock take• Ability to work independently and complete tasks timeously• The ability to work with other colleagues and suppliers• Previous general accounting experience will be an advantage• Matric• Pastel Evolution Experience or SAP

Job Roles / Duties :

- Work between Head office, Stores and occasionally Warehouses.
- Raising purchase orders and processing GRVs, Stock Costing, and Maintain mark-up.
- Flow of inventory from warehouse to stores, store to store (IBT) and updating selling prices on the systems.
- Compare supplier invoices with Purchase Orders raised to items actually received to ensure that shipments are correct.
- Control the inventory rotation to and from stores.
- Maintaining stock categorisation on system to ensure efficient reporting.
- Stock takes and spot checks
 1. Weekly
 2. Monthly
- Balancing stock with system.
- Resolving any stock issues immediately to avoid manual sales.
- Double Check stock leaving warehouse to stores where possible.
- Receive stock in stores.
- Assisting accounts when required
- Assist with Preparations for Events and attend events when required.
- Managing outsourced warehouse regarding stock movements.

Requirement:

- Languages: English and Afrikaans speaking person

Pre-requisites - This offer is subject to:

- Clean ITC check
- Clean criminal check
- Signing of the company's confidentiality agreement
- Own vehicle in good running condition