



RECRUITMENT

INTERNAL VACANCY

13 October 2023

JOIN OUR TEAM

Stock Controller

This position will be filled in line with the company's EE plan.

CONTACT DETAILS

011 668 3000
hr@avianto.co.za

69 DRIEFONTEIN ROAD,
MULDERSDRIFT ROAD,
KRUGERSDORP,
GAUTENG

SCOPE

As a stock Controller, you will be responsible for purchasing, controlling, and issuing of all food and Beverage consumables, and other consumables and durables. You need to ensure that the stock levels meet the operational needs, and that inventory is tightly controlled and monitored.

EDUCATION

Min grade 12/ equivalent.
Certificate or Diploma in Inventory management or supply chain.
3 - 5 years' experience in a similar role.
Experience in supply chain data analysis.
Proficiency with numbers, analytical and problem-solving skills.
Good communication skills

CLOSING DATE

15 November 2023

SKILLS REQUIRED

- Min grade 12 / equivalent
- Certificate or Diploma in Inventory Management or Supply chain
- 5 years relevant experience in a similar role.
- Computer literate – Excellent - Outlook, excel, stock control programmes etc.
- Proficient in English – Speak, write, and read.
- Excellent with numbers, analytical and problem-solving skills.
- Working knowledge of inventory systems and practices
- Good written and verbal communication skills.
- Exceptional negotiation, collaboration, and communication
- Excellent organisational and time management skills.
- Needs to run and take responsibility for the department.
- Ability to manage a team and ensure tight stock control procedures, stocktakes, utilizing the systems to track and manage all inventory.

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE

- Analyse supply-chain data to ensure the uninterrupted availability of stock.
- Forecast supply and demand to prevent overstocking and running out of stock (OOS).
- Evaluate suppliers' offers and negotiate profitable deals.
- Build strong and effective relationships with suppliers and stay updated on delivery deadlines and new product launches of interest.
- Obtain requisition sheets from the kitchen department and process the order as per the Standard Operating Procedures by Monday afternoon.
- Create the required purchase order summary from Accpac and update the store's notice board/clipboards for tracking and issuing procedures to follow.
- Review reports of stock levels daily and place orders when stock reaches par levels to avoid stock shortages.
- Create stock sheets on Accpac in the correct costing centres, by the end of Monday once all the invoices and transfers are posted from the accounts department.
- Compiling daily reports and addressing inventory discrepancies.
- Submitting purchase details (vendor's information, invoices, and pricing) to internal databases
- Tracking all orders and addressing any delays immediately and reporting details to the relevant head of department including purchasing manager / Executive Chef and Banquet managers.
- Handle queries or discrepancies on invoices/deliveries and ensure credit notes from suppliers are received, monitored, and used correctly on the next placement of order.
- Arrange deep cleaning activities once a minimum of twice per year for all storage areas.
- Follow relevant health and safety department regulations and cleaning office area maintaining high levels of hygiene standards and set up safety protocols.
- Maintain accurate records of stock/supplies being issued out and what is received to ensure effective stock on hand information is available in real time.
- Implementing procedures to ensure that stock control is in place, that par levels are maintained to ensure smooth operations. Have control over stock movement in all areas, analysing variances and ensuring that variances are investigated and reported daily.

- Hold regular performance job profile evaluations and quarterly appraisals, identifying areas for development and training needs, and ensuring that this training is monitored.
- Conduct staff meetings identifying areas of improvement, address gaps, discuss solutions and ensure staff are well informed of all activities of the company.
- Attend morning meetings and coordinate communication between other departments and bulk store staff on operational requirements, functions, and events.
- Coordinate stock control operations with bulk store staff, as well as the kitchen, banquet, and other departments.
- Always observe the code of conduct when on duty.