

Adapt IT Vacancy

Stock Controller

Location: Limbro Park
Business Unit: Micros

Role Description

The primary role of this position is to execute stock control measure to ensures the company minimize stock holding and maximizes stock availability and maintain stock documentation accuracy. The role carries responsibilities is planning, working with procurement, stock bin location storage, receiving and dispatching including access control and minimizes stock shrinkage and stock take discrepancies.

Role Requirements:

- Receive stock items and count and verify quantities and correctness to the relevant
- Documentation as new from suppliers, from clients for replacement or repairs from branches
- Issue of stock items to clients, branches or technicians and verify relating documentation for completeness and accuracy.
- Update manual stock item cards with all stock movement information
- Understanding of stock rotation and bin location controlling system
- Stock levels are assessed maintained and adjusted in line with the company stock policies
- Maintain the re-order point is updated and understanding of MRP process
- Keep an updated record of stock items in car kits per technician and any movement thereof
- Perform monthly stock count and PPI and take full responsibility for stock variances
- Maintain stock level in warehouse and create bin location
- Assist in planning of delivery schedules and routes
- Assist with the distribution of stock, IBT ,GRN or GRV and stock returned from clients and
 - re-labelling of stock
- Ensuring that all housekeeping such an unpacking and repacking of products being done daily
- Ensuring that warehouse is cleaning
- Ensuring the safeguarding of all stock in the warehouse being always adhered to.
- Understanding of OHSA, SHE and PPE use sage

Knowledge and Skills:

- Able to work unsupervised
- Good communication skills
- Computer literacy essential

- Well organized and focused on service delivery
- Meticulous and reliable
- Ability to work under pressure, prioritize and multi-task
- Deadline Orientated
- Maintain high levels of integrity, honesty and accuracy

Education, Qualification and Experience:

- Matric / Grade 12
- Qualification in Stock / Warehouse Management advantage
- Minimum 3 years' experience in Warehouse Stock Management
- Experience in Bin Location System

Adapt IT is committed to successfully implementing employment equity initiatives that actively promote our Broad-Based Black Economic Empowerment (B-BBEE) policy.

Closing date:	31 July 2019
Contact person:	Absai Gama
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Position status:	Vacant