

JOB DESCRIPTION	
POSITION TITLE	STOCKS CONTROL CLERK
MAIN PURPOSE OF THE POSITION	
<ul style="list-style-type: none"> The stocks control clerk will be responsible for keeping track keeps track of products in our warehouse and managing orders to facilitate sales. 	
ROLES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> The clerks will be responsible for ensuring easy and seamless stocks transactions within the warehouse. Receive, label, and store incoming products. Update inventory logs and database entries regularly Conduct routine stock counts and reconcile discrepancies. Report stocks discrepancies. use the ERP system to charge and monitor stocks movement. Monitor stock levels and report shortages or surpluses. Ensure we have standard stocks in the warehouse. Coordinate with purchasing and logistics teams for timely stock replenishment Maintain organized storage areas for easy products retrieval Follow safety and organizational procedures during inventory handling Generate inventory reports as requested by management 	
DESIRED QUALIFICATION AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> BA in Supply and Management/ Information technology related course. Computer savy. Prior experience in inventory, warehouse, or logistics roles preferred Familiarity with inventory management systems (e.g., SAP) is a plus Proficiency in using Microsoft tools. Good reports preparation skills. 2-3 years in busy working environment. 	
KNOWLEDGE, SKILLS AND ABILITIES	
SKILLS	
<ul style="list-style-type: none"> Strong planning and organizational skills Great communication skills and team player Time management skills Problem solving aptitude Good understanding of inventory related operations. Ability to work with minimal supervision Business driven 	
KEY PERFORMANCE	
KEY RESULT AREA	

Overall Operations performance	Timely stocks reconciliation.
General stocks management	Stocks Management.
Role responsibilities	Inventory management and movement
	Zero stocks variances
	Reports preparation and sharing
	Monthly insights on best-selling products.