Job Ref. No. Sc.002

Job Location: Limuru

Role Setting: FMCG/Beverage sales sector

Position: Stocks Controller

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Our client in FMCG is seeking to onboard an **experienced stocks controller** to join an existing team who will be responsible for ensuring accurate and efficient management of stocks with our partners. The ideal candidate will be based at the client's **warehouse in Limuru town and would therefore be a suitable opening for an individual close to the proximity.**

Role Purpose

Basically, the role revolves around ensuring accurate and timely stocks entries, tracks stock levels and stocks management within the warehouse.

Main Responsibilities

- Inventory Management- Maintain accurate and up-to-date stock records (manual and/or system-based).
- Monitor stock levels to prevent shortages, overstocking, or expiries.
- Track fast-moving, slow-moving, and slob stock items.
- Assist with stock and inventory accounting for beverage products.
- Stock Reconciliation & Reporting; Conduct daily, weekly, and monthly stock counts.
- Investigate and resolve stock variances or discrepancies.
- Prepare reconciliation reports and submit them to management.
- Loss prevention: monitor stock movement to prevent theft, pilferage, or mismanagement.
- Confirm purchases of products upon receipt from suppliers.
- Communicate on products status to the relevant personnel.
- Timely and accurately undertake stock purchases for products.
- Undertake accurate and timely supplier returns when needed.
- Perform monthly stock reconciliations of physical counts for the distributor and highlight variances to the operations department
- Reconcile stock deliveries with purchase orders and actual invoices.
- Coordinate with warehouse team to implement and ensure a control system to reduce inventory obsolescence;

- ✧ Support accurate and timely reporting through ensuring all stock data is updated correctly;
- ✧ Carry out random stock takes on stock balances in the stores against the records capture any anomalies

Key Competencies

1. Knowledge of proper bookkeeping and inventory management
2. Analytical mind with ability to make accurate mathematical computations
3. Good understanding of inventory-related operational and control requirements;
4. Strong ethical standards.
5. Attention to detail and accuracy.
6. Strong communication and interpersonal skills.
7. Ability to prioritize tasks and manage time effectively.
8. Analytical and problem-solving skills.
9. Team player with a positive attitude and willingness to learn.

Qualifications

1. Bachelor's degree in Supply Chain Management or a related field
2. Proven experience in inventory/stock control (FMCG experience preferred)
3. Strong record-keeping and stock reconciliation skills
4. Highly organized with keen attention to detail
5. Ability to work with minimal supervision.