

<b>JOB DESCRIPTION</b>	
<b>POSITION TITLE</b>	<b>STOCK CONTROLLER</b>
<b>LOCATION</b>	<b>LIMURU</b>
<b>IMMEDIATE SUPERVISIOR</b>	<b>STOCKS SUPERVISOR</b>
<b>MAIN PURPOSE OF THE POSITION</b>	
<ul style="list-style-type: none"> <li>• Responsible for stocks movement in and out of the depot.</li> <li>• Strategize process improvements to enhance easy loading and maintain stock inventories describing company status.</li> </ul>	
<b>ROLES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>➤ Ensure that stock is well organized by the loaders in the warehouse.</li> <li>➤ Confirm quality and quantity status of stocks coming in the warehouse from EABL.</li> <li>➤ Communicate on products status to the relevant personnel.</li> <li>➤ Timely and accurately undertake stock purchases for products from EABL.</li> <li>➤ Present invoices to the GM for stocks purchase and customer return processes.</li> <li>➤ Oversee and coordinate stocks loading and confirmation for EABL Reps.</li> <li>➤ Ensure timely and accurate loading of stocks in the trucks in the evening.</li> <li>➤ Empties return should be done by the end of the day and ensure the total sale for the crates adds up to the empties returned. Any variances should be explained.</li> <li>➤ Responsible for communication of available stocks from EABL to salesmen.</li> <li>➤ Ensure all sales are fed onto PAS not later than 9.00Am.</li> <li>➤ Physically confirm all stocks for trucks before leaving for route on daily basis.</li> <li>➤ Accurately ensure all orders are processed to the customers as in the receipts.</li> <li>➤ Conducting a thorough confirmation of customers' orders before they leave the depot.</li> <li>➤ Maintain accurate records of stocks going out of the depot</li> <li>➤ Accurately ensure trucks are loaded as per the generated customer requests.</li> <li>➤ Ensure no delivery trucks leave the workplace without signed delivery notes and receipts.</li> <li>➤ Conduct and coordinate daily stock takes.</li> <li>➤ Ensure the final opening stock is complete by 09.00 Am in the morning.</li> <li>➤ Ensure proper arrangement of all products for easy loading.</li> <li>➤ Safeguard stores keys for stocks.</li> <li>➤ Ensure all stocks books are signed by respective Salesmen.</li> <li>➤ Accurately and timely undertake daily stocks reconciliation on PAS and Excel.</li> <li>➤ Participate in developing workplace rules and safety regulations.</li> <li>➤ Periodically advice the management on best-selling products and other insights.</li> </ul>	
<b>DESIRED QUALIFICATION AND EXPERIENCE</b>	

<b>EDUCATION</b>	
<ul style="list-style-type: none"> <li>• BA in Supply and Management/ related course.</li> <li>• 2-3 years in busy working environment.</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• Strong planning and organizational skills</li> <li>• Great communication skills and team player</li> <li>• Time management skills</li> <li>• Problem solving aptitude</li> <li>• Good understanding of inventory related operations.</li> <li>• Ability to work with minimal supervision</li> <li>• Business driven</li> </ul>	
<b>KEY PERFORMANCE</b>	
<b>KEY RESULT AREA</b>	
Overall Commercial Operations performance	Accurate and timely loading.
General stocks management	Stocks Management.
Role responsibilities	Inventory management and movement
	Zero stocks variances
	Compliance to company policies and rules.
	Safety standards at the warehouse.
	Accountability of company assets.
	Monthly insights on best-selling products.
<b>APPROVALS</b>	
<b><u>EMPLOYEE</u></b>	
NAME.....Signature.....Date.....	
<b><u>SUPERVISOR</u></b>	
NAME.....Signature.....Date.....	
<b><u>HR</u></b>	
NAME.....Signature.....Date.....	