

# **CONTROLLER: STOCK**

## **PROCESSING PLANT / DISPATCH**

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka. Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available at our state-of-the-art Processing Plant. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

### **PRIMARY PURPOSE OF THE POSITION**

Responsible for the full daily inventory control of all frozen stock-on-hand in Warehouse Holdingroom facility. Required to maintain correct model stock levels. Performs Daily / Weekly / Monthly physical inventory stock counts.

### **KEY FUNCTIONS AND RESPONSIBILITIES**

- Proper inspection of palletised final product prior to acceptance
- Correct allocation of incoming stock to designated shelf and rack locations
  
- Ensure stock rotation as per FIFO and FEFO principles
- Maintain required model stock levels
- Correct product and batch code supplied for picking of orders
- Accurate daily inventory count of Warehouse Holdingroom
- Accurate periodic cycle counts of high value / high volume / contract products
  
- Follow-up and recon of stock variances (ACCPAC vs. physical count)
- On-time distribution of Frozen Stock Sheet
- Effective supervision of Holdingroom Attendant and Forklift Driver when performing daily tasks
- Daily inspection of Product Returns with QA staff for approved return-to-stock items
  
- Adhering to required Housekeeping Standards for work area and Warehouse Holdingroom
- Performing any additional tasks to best of ability and according to Company standards or procedures

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- Stock & Stores Control Certificate (NQF 5)
- Minimum 3 years working experience in FMCG Warehousing
- Grade 12 (NQF 4) with Mathematics as a subject
- 5 Years relevant working experience in a similar position
- Proficient in English and Afrikaans (speak / read / write)
- Namibian citizen or eligible to become a Namibian citizen
- Fully computer literate: all MS Office systems
- Demonstrable EXCEL proficiency
- H&S Representative, Fire Fighting, First Aid training completed advantageous

The company offers a competitive salary and market related employee benefits.  
Candidates who qualify for above position, should send a short CV to the HR department.  
Email: [HRSalaries@npi.com.na](mailto:HRSalaries@npi.com.na)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS,  
NO DOCUMENTS WILL BE RETURNED.**

**CLOSING DATE FOR APPLICATIONS: 28<sup>th</sup> of May 2019**

