



Operational Stock Controller

SINGITA SABI SAND

Key Responsibilities

- Set and control the stock count process and procedures of Wine and Beverage inventory
- Enter inventory data and counts into the computer system
- Ensure the inventory data and count is accurate (spot checks, weekly inventory checks, stock rotation on the fridges, manage stock Levels)
- Variance investigations and reports
- Oversee Storeman and store issues to various areas
- Manage purchasing orders for incoming equipment, services, and supplies
- Order all beverages, based on a par stock level, identify the requirement for new stock items
- Verify receipts and confirm purchase contents and orders are complete
- Ensure supplied stocks meet demand
- Prevent overstocking and ordering
- Keep track of inventory and supplies that need restocking
- Track and ensure deliveries are received
- Compile reports inventory and supply balances
- Audit stock holding areas to ensure Storeman and Front of House adhering to procedures

Skills & Experience

- High school degree or equivalent; Bachelor's degree in business or related field advantageous
- Two (2) years' experience as a stock controller, receiver, or related position
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, Advanced Excel)
- Accurate and precise attention to detail
- Goal-oriented, organized team player
- Ability to analyse problems and strategize for better solutions
- Good interpersonal skills to work with management and staff at all levels
- Valid Code 08 Driver's License

To apply email your CV to HRSSS@singita.com or visit:

www.singita.com/about/careers