



WE ARE RECRUITING

STORES CONTROLLER



DUTIES & RESPONSIBILITIES

1. Develop the company's inventory management system with the aim of controlling costs within budgetary limits, generating savings, rationalizing inventory and maximizing available working capital.
2. Manage and maintain the company's material and stocked products inventory including stock profiles and stock locations.
3. Manage and control perpetual inventory stock counting/ inventory accuracy checks.
4. Collecting and analysing historical data using statistical tools to forecast demand for different products.
5. Develop inventory management software to track inventory levels, set reorder points and generate reports.
6. Determining the safety stock levels to reduce the risk of stock outs during unusual periods of supply and demand.
7. Co-ordinate with operations, transport and logistics and production to streamline the inventory management process.
8. Minimize overstocks and removal of obsolete / redundant stocks to maximize availability of working capital.
9. Ensure that goods inwards/stock control department is well organized and controlled to sufficiently support production, sales and the goals of the business.
10. Achieve a minimum of 95% inventory record accuracy.



QUALIFICATIONS

- Minimum requirements
1. A first Degree in Supply Chain Management/Accounting/Business Management or related.
 2. Knowledge of Pastel/ Palladium or similar will be an added advantage
 3. A minimum of 3 years' working experience in a similar position.

If you meet the above criteria, send on email to tjasi@doves.co.zw/gmukundwa@doves.co.zw by the 19th of April 2024.

