

Stock Controller

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Company: BusinessGhana

Location: Kumasi

Category: transportation-and-material-moving

Required Skills:• Commits to premium standards in everything. Uses quality measures & problem solving to improve process. Ensures compliance with relevant standards & procedures.• Has sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results.• Willing and able to give priority to customers, delivering high quality services which meet their Needs.• Ability to work co-operatively, across cultures and organizational boundaries to achieve shared goals.• Ability to be totally clear with others about what must be achieved, to what standard, by when, within what budget, and then make clear their accountability for delivery.• Leads, encourages, inspires and supports others to develop confidence and capability to help them realize their full potential.• Strong communication and interpersonal skills, able to communicate effectively with technical and non-technical issues.• English and any other Ghanaian Languages (especially Twi).• HND in Procurement & Supply Science, BSc. in Management. or Business Management.• 3-5 years' experience in warehouse management.• Certificate in CLT is an added advantage.• Willingness to work a variety of hours as business demands, including late nights, weekends, and• holidays.• Ambition to grow professionally and contribute to the development of the company.

Job Summary

The role holder is the custodian of all inventories in the assigned warehouse and ensures that all products, materials, equipment, inventory, supplies are received, accurately accounted for, adequately stored, delivered, replenished and distributed as per the needs of the assigned branch/branches and its customers.

Job Description

- Demarcate according to Black Park's Layout and ensure compliance daily.
- Enforce safety measures for inventory (no missing items, ship/store mode compliance).
- Ensure 100% prioritization of deployable by team.
- Pack and ship all inventory requests (Tickets/Receipts) within 24 hours to ensure prompt delivery to
 - customers.
- Send all returned inventory to the Central warehouse within a week to enable prompt redeployment.
- Transport and store inventory safely; ensure that it is never lost or stolen.
- Ensure proper stock management.
- Set up warehouse according to Black Park's warehouse policy.
- Ensure that inventory is securely stored and organized according to the policy guidance.
- Receive, organize, pack, commission and dispatch inventory requested.
- Document stock levels, liaise with Head of Logistics & Inventory to plan orders.
- Update trackers and reports and monitor KPIs.
- Ensure strict quality control on all items received into warehouse.
- Pack items safely to minimize damage.
- Conduct daily spot checks and full weekly audits; ensure ERP/Manual Tracker is reconciled.
- Track down all missing items and report status to your Supervisor.
- Store, track, and dispense contractor tools; manage ordering.
- Check in daily on progress and issues; meet weekly to review performance.
- Train staff to use health and safety equipment.
- Organize division of work to maintain productivity.
- Complete quarterly warehouse staff performance reviews.
- Liaise with Supervisor to hire contractors as needed, manage work schedules, staff tools and paperwork.
- Track and minimize warehouse operating expenses.
- Ensure the warehouse is clean and staff are at their post in order to plan daily activities.
- Update and Maintain Logistics & Inventory trackers (Either in Excel or ERP).
- Check with ILM & Branch Manager on performance and updates/progress.
- Review and/or advise on matters communicated via email, WhatsApp or text messages.
- Issue Daily Logistics Notes to Central Warehouse around priorities and supply.

- Approve overtime for direct reports after receiving approval from ILM via the Overtime Approval Form.
- Update and send daily reports to ILM & Branch Manager.
- Submit Stock counts of Inventory for assigned location.

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