



Job Title	Stock Controller	
Location	aha Harbour Bridge Hotel and Suites, Cape Town	
Objective	Stock Controller will be responsible over the control of all stock, orders, GRV processing and monthly stock analyses and reporting, she\he will also ensure compliance with the policies and procedures set out by the company regarding purchasing, ordering and stock counts	
Key Areas	<ul style="list-style-type: none"> • Receiving goods from suppliers • Assisting in checking the correctness and condition of deliveries • Verifying the contents of consignments • Capturing of invoices daily to monitor stock holding and quantities ordered • Theoretical stock level control • Daily issues and control of requisitions • Daily reconciliation of stock usage vs sales • Attending counts to ensure compliance with set out policies and procedures • Capturing of stock counts and investigation of variances • Submission of stock reports and highlighting areas for review • Compliance with OHSA and HACCP regulations and all other applicable legislation • Sourcing of competitive pricing and quality products in line with company standards 	
MINIMUM REQUIREMENTS		COMPETENCIES
<ul style="list-style-type: none"> • Grade 12 • 2 Years' experience as a stock controller • Knowledge and experience in Nebula (POS) and Apex (PMS) would be beneficial • Any Certificate in Accounting will be an advantage 		<ul style="list-style-type: none"> • Excellent computer skills • Highly accurate with figures • Confidential and professional always • High level of integrity • Works well under pressure • Policy and procedural driven
Please take note of the following before applying: <ul style="list-style-type: none"> • Do not send your CV / apply if you do not meet the minimum requirements • Transferring will have to be negotiated with your current manager 		



- Only candidates that meet the above requirements will be contacted Should you not be contacted by HR within 1 week after the closing date, please consider your application unsuccessful.
- Preference will be given to individuals that meet the Company's EE targets as set out in our employment equity plan

Please send your updated CV to MillerK@aha.co.za on or before **01st November 2024**