

Job Title	Stock Controller
Location	Thakadu River Camp, Madikwe Game Reserve
Objective	The Stock Controller is responsible for managing, monitoring, and maintaining inventory of all supplies, food, beverages, and equipment within the lodge. The role ensures accurate stock records, prevents shortages or wastage, and supports efficient lodge operations.
Key Areas	1. Inventory Management • Maintain accurate records of all stock, including food, beverages, housekeeping, and operational supplies. • Conduct regular stock counts, reconciliations, and audits. • Monitor stock levels and notify management of shortages or discrepancies. 2. Procurement Support • Assist with placing orders for replenishment of stock based on usage and projected demand. • Receive and inspect deliveries, ensuring quality and quantity are correct. • Coordinate with suppliers and lodge departments for timely procurement. 3. Record Keeping & Reporting • Maintain detailed stock records and update inventory systems accurately. • Prepare regular inventory reports, highlighting variances, wastage, or trends. • Assist management in budget monitoring and cost control related to stock. 4. Storage & Organisation • Ensure proper storage of stock items according to safety, hygiene, and manufacturer guidelines. • Maintain clean, organised, and accessible storage areas. • Rotate stock to minimise spoilage and wastage. 5. Compliance & Safety • Follow lodge procedures for handling, storing, and disposing of stock safely. • Comply with hygiene, safety, and regulatory requirements. • Support internal audits and inspections as required.



Minimum Requirements	Competencies
• Matric / Grade 12 • Previous experience in stock control, inventory management, or procurement preferred. • Basic understanding of inventory systems, stocktaking, and record-keeping. • Numeracy and attention to detail for accurate stock management. • Good organisational and time-management skills. • Ability to work independently and as part of a team. • Reliability and professionalism. • Basic computer literacy (Excel or inventory software) advantageous.	• Strong attention to detail and accuracy • Excellent organisational and record-keeping skills • Ability to work independently and manage priorities • Good numeracy and analytical skills • Reliability and integrity • Strong communication and teamwork skills
Please take note of the following before applying: • Do not send your CV / apply if you do not meet the minimum requirements • 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 submit your updated CV at Sebolao Tribal Office on or before 17 July 2026	