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*We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.*

## **JOB DESCRIPTION: REGIONAL STOCK CONTROLLERS**

**Job Location:** Kenya  
**Reporting to:** Senior Stock Controller  
**Job Tier Level:**

### **Position Description:**

The Stock controller will be responsible for ensuring accurate and efficient management of stocks in RD stores; with correct stock entries which are updated in a timely manner. The incumbent will ensure that stock control procedures are in place and adhered to in order to safe guard Company stocks.

### **Regions:**

- Nyanza (2)
- Coast (1)
- North Rift (1)
- South Rift (1)

### **R&Rs:**

- The Stock Controller is the custodian of stock record & balances.
- Responsible for physical verification, regular reconciliations and general monitoring of stock activity;
- Assist in developing and implementing inventory policies and procedures;
- Prepare and distribute daily, weekly, monthly and ad-hoc inventory levels and consumption reports to all the relevant stakeholders;
- Facilitate and participate in monthly and annual stock counts in the field;
- Perform monthly stock reconciliations of physical counts for all regional distributors and highlight variances to the operations department;
- Reconcile stock deliveries with purchase orders and actual invoices.
- Coordinate with warehouse team to implement and ensure a control system to reduce inventory obsolescence;
- Support accurate and timely reporting through ensuring all stock data is updated correctly;



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- Carry out spot checks on stock balances in the Rd stores against the records capture any anomalies;

#### **KPI's:**

1. Manage, monitor, reconcile and account for stocks at RD premises
2. Report on all stock movement and stock position daily, weekly and monthly
3. To achieve product traceability from RD to RO, SEP and to end user
4. Ensure PAYGO stocks are not cannibalized while under care of Partners
5. Management and execution of tasks assigned within a short turnaround time.

#### **Required Qualifications:**

- Degree in Supply Chain Management.
- 3-5 years' experience in a busy FMCG environment.

#### **Skills and Key Competencies:**

- Good understanding of inventory-related operational and control requirements;
- Strong analytical and problem solving skills;
- Team player with good communication skills;
- Ability to work with minimal supervision
- Knowledge of proper bookkeeping and inventory management
- Analytical mind with ability to make accurate mathematical computations
- Business driven, people focused, excellent organizational, multi-tasking, presentation and time management skills.



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## How to apply:

Candidates who meet the requirements should submit their CV and cover letter to: [recruitment.kenya@dlight.com](mailto:recruitment.kenya@dlight.com) before 25<sup>th</sup> October 2019. Clearly indicating the region of interest.

For details more details about the opportunities, visit our careers page on our website [www.dlight.com](http://www.dlight.com)

## About us:

Founded in 2007 as a for-profit social enterprise, d.light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d.light has impacted close to 100 million lives with its products and solar solutions. For more information, visit [www.dlight.com](http://www.dlight.com)

