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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: SENIOR STOCK CONTROLLER

**Job Location:** Nairobi  
**Reporting to:** Director of Logistics  
**Job Tier Level:**

### Position Description:

The Stock Accountant is responsible for ensuring accurate and efficient management of stocks in RD stores (with correct stock entries which are updated in a timely manner). He/she will ensure that stock control procedures are in place and adhered to in order to safe guard Company stocks.

### R&Rs:

- To manage all stock controllers across the regions
- To ensure Management appraisals are completed quarterly
- To take responsibility for personal and professional development.
- The Stock Accountant is the custodian of stock records/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 against OT for all regional distributors inventory 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;

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- Support accurate and timely reporting through ensuring all stock data is updated correctly;
- Carry out spot checks on stock balances in the Rd stores against the records capture any anomalies;
- Any other office duty as assigned by the line manager

#### KPI's:

- Manage, monitor, reconcile and account for stocks at RD premises
- Report on all stock movement and stock position daily, weekly and monthly
- To achieve product traceability from RD to RO, SEP and to end user
- Ensure Paygo stocks are not cannibalized while under care of Partners

#### Required Qualifications:

- Degree in business/finance related field
- Prior Supplier experience in inventory management
- Minimum experience of 2 years in warehouse environment
- Understanding of Warehouse processes and procedures
- Excellent communication skills (both written and oral)

#### Skills and Key Competencies:

- Specific experience in stock accounting and management
- Good understanding of stock-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.

#### 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 17<sup>th</sup> September 2020, clearly indicating the position on the subject line.



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

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