



1 in 4 people do not have access to electricity

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: NATIONAL STOCK CONTROLLER

- Job Location:** Kenya
- Reporting to:** Senior Manager Stock Controller, Africa
- Dotted Reporting to:** Managing Director, Kenya
- Job Tier Level:** C1
- Direct Reportees:** Regional Stock Controllers

### Position Description

The National Stock Controller will be responsible for ensuring accurate and efficient management of stocks in the respective OPCO; with correct stock entries which are updated in a timely manner. The incumbent will work closely with the Senior Manager Stock Controller, Africa to ensure that stock control procedures are in place and adhered to in order to safe guard company inventory, minimize the risks associated with inventory loss and optimize stocks in trade.

### R&Rs

- Implement and maintain accurate procedures for all inventory control processes and functions,
- Accountable for the implementation of audit recommendations on inventory management processes and systems,
- Prepare and distribute daily, weekly, monthly and ad-hoc inventory levels and consumption reports to all relevant stakeholders in the respective OPCO,
- Ensure all stock movements are tracked daily end to end via requisite systems (Inventory Module, Navision) and variances therewith reconciled and reported,
- Conduct regular review of the Regional Distributor (RD), Experience Center (EC) and Solar Energy Promotor (SEP) master data to check for errors, duplicates and redflags of control violation,
- Ensure integrity and accuracy of the inventory management system,
- Analyze inventory data to ensure uninterrupted availability of stock and optimize stocks in trade,
- Produce weekly reports to ensure critical areas of the inventory management system (covering both sales and spares) are controlled and any discrepancies addressed and resolved,



1 in 4 people do not have access to electricity

*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.*

- Work with the Senior Manager Stock Controller, Africa and relevant stakeholders to prepare forecast and demand to prevent overstocking and running out-of-stock (OOS) in the respective OPCO,
- Assist in implementing inventory policies and procedures,
- Work with Senior Manager Stock Controller, Africa in carrying out assessments of supply chain to identify risks, develop and implement solutions useful in minimizing losses,
- Work with the Senior Manager Stock Controller, Africa to manage controls to reduce inventory loss, implement measures to ensure mistakes, inaccuracies and discrepancies are highlighted, addressed and resolved,
- Conduct inventory stock takes and inventory accuracy checks in the respective OPCO,
- Conduct stock reconciliations of physical counts and highlight variances to the relevant stakeholders,
- Participate in scheduled and annual stock counts, preparation of stock position reports and sign-off records submission for further actions,
- Management of the stakeholders' relationship in the respective OPCO and ensuring partnerships are struck to support internal controls in safe guarding company inventory.

### **KPIs**

- Manage, monitor, reconcile and account for stocks in the given OPCO,
- Inventory Management;
  - Inventory turnover,
  - Inventory days,
  - Stock-out,
  - Stock loss ratio.
- Report on all stock movements and stock positions daily, weekly and monthly.

### **Desired Skills and Experience**

- A degree in Business Management, Supply Chain Management or a related field is required,
- Minimum of 5 years of relevant experience,
- Sound commercial and financial modeling capability,
- Understanding of Warehouse processes and procedures
- Specific experience in stock accounting and management,
- Good understanding of stock-related operational and control requirements,
- Strong analytical and problem-solving skills,



**1 in 4 people do not have access to electricity**

*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.*

- Strong mindset for continuous improvement and meeting or exceeding expectations and able to demonstrate complete discretion and confidentiality,
- Communicates effectively in both technical speak and commercial/business language (multiple language will be an advantage), with an emphasis on tact and diplomacy,
- Business driven, people focused, with exceptional influencing skills,
- Passion for social enterprise, development of people and environmental benefits.

### **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) on or before 27<sup>th</sup> October, 2021.

### **About d.light**

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)

