

**Position Title:** Stock Controller  
**Position reports to:** Warehouse Manager  
**Direct Reports:** N/A  
**Office Location:** Adapt IT Linbro Campus

### PURPOSE OF THE POSITION

To manage all aspects of stock movement, ensure accurate invoicing, and track repairs to equipment.

### PRIMARY RESPONSIBILITIES FOR THE ROLE

- Manage Warehouse stock including demo, training and standby stock ensuring that the correct par levels are maintained
- Control stock on cardex system or any inventory software.
- Receive stock items and count and verify quantities and correctness to the relevant documentation, as new from suppliers, from clients for replacement or repairs.
- Issue stock to technical staff as per the requisition or order
- Perform monthly stock counts and take responsibility for variances
- Reconcile stock variances
- Ensure that stock areas are kept in an organized and clean state
- Create the job in Accpac ensuring that the relevant signed order is received from the sales department
- Issue stock for installations, ensuring that the project manager or branch manager has authorized the release of the equipment confirming that all supporting documentation and/or payments have been received
- Create or submit for approval purchase orders for cabling, repairs for any supplies required.
- Raise invoices and ensure all relevant backup is attached i.e. signed delivery note, timesheets etc.
- Follow up on repairs with 3<sup>rd</sup> parties and stock sent to all branches
- Update CRM calls assigned to you with regards to repair status
- Keep an updated record of stock in car kits and travel kits per technician and movement thereof

### MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Accurate & detail oriented
- Excellent customer service
- Good communication skills
- Matric / Grade 12 / Equivalent
- Minimum 2 years' experience in similar role

Contact Person: [Mandy Barret](#)

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