

POSITION DESCRIPTION

Employee's Name:	Position Title: Stock Controller
Department: Logistics & Inventory	Position Code: WHS
Location: TBD	Job Level: Supervisory
Reports to: Inventory & Logistics Manager (ILM)	
Directly Supervises: 1. Warehouse Attendants 2. Agents & Off loaders (Outsourced)	
Overall Job purpose: The role holder is the custodian of all inventory in the assigned warehouse and ensures that all products, materials, equipment, inventory, supplies are received, accurately accounted for, adequately stored, delivered, replenished and distributed as per the needs of the assigned branch/branches and its customers. Candidates with retail and FMCG experience is required.	

KEY OBJECTIVE AREAS

Objective	Description
Warehouse organization	<ul style="list-style-type: none"> Demarcate according to Black Park's Layout, and ensure compliance daily. Enforce safety measures for inventory (no missing items, ship/store mode compliance). Ensure 100% prioritization of deployable by team.
Prompt Inventory Management	<ul style="list-style-type: none"> Pack and ship all inventory requests (Tickets/Receipts) within 24 hours to ensure prompt delivery to customers. Send all returning inventory to the Central warehouse within a week to enable prompt redeployment.
Safe Inventory Management	<ul style="list-style-type: none"> Transport and store inventory safely; ensure that it is never lost or stolen.
Stock Management	<ul style="list-style-type: none"> Ensure proper stock management.

KEY RESPONSIBILITIES

Responsibility	Description
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Set Up and Maintain the Warehouse	<ul style="list-style-type: none"> • Set up warehouse according to Black Park’s warehouse policy. • Ensure that inventory is securely stored and organized according to the policy guidance.
Manage Inventory and Tools	<ul style="list-style-type: none"> • Receive, organize, pack, commission and dispatch inventory requested. • Document stock levels, liaise with Head of Logistics & Inventory to plan orders. • Update trackers and reports and monitor KPIs.
	<ul style="list-style-type: none"> • Ensure strict quality control on all items received into warehouse. • Pack items safely to minimize damage. • Conduct daily spot checks and full weekly audits; ensure ERP/Manual Tracker is reconciled. • Track down all missing items and report status to your Supervisor. • Store, track, and dispense contractor tools; manage ordering.
Manage Warehouse Staff and Resources	<ul style="list-style-type: none"> • Check in daily on progress and issues; meet weekly to review performance. • Train staff to use health and safety equipment. • Organize division of work to maintain productivity. • Complete quarterly warehouse staff performance reviews. • Liaise with Supervisor to hire contractors as needed, manage work schedules, staff tools and paperwork. • Track and minimize warehouse operating expenses.
Other Duties	<ul style="list-style-type: none"> • Perform other duties as maybe required from time-to-time.

DAILY, WEEKLY AND MONTHLY CHECKLIST

EVERY MORNING	<ul style="list-style-type: none"> • Ensure the warehouse is clean and staff are at their post in order to plan daily activities. • Update and Maintain Logistics & Inventory trackers (Either in Excel or ERP). • Check with ILM & Branch Manager on performance and updates/progress. <ul style="list-style-type: none"> ○ Review and/or advise on matters communicated via email, WhatsApp or text messages. • Issue Daily Logistics Notes to Central Warehouse around priorities and supply.
EVERY EVENING	<ul style="list-style-type: none"> • Approve overtime for direct reports after receiving approval from ILM via the Overtime Approval Form. • Update and send daily reports to ILM & Branch Manager. • Submit Stock counts of Inventory for assigned location.

WEEKLY	<ul style="list-style-type: none"> • Weekly check in with all direct reports; <ul style="list-style-type: none"> ○ Feedback from each Warehouse Attendant on last week assigned tasks. ○ Discuss, agree and assign tasks for the week and deliverables deadlines. ○ Share updates with team, and specify action items. • Track team performance using designed scorecards and support growth. • Raise inventory software improvements and feature requests.
MONTHLY	<ul style="list-style-type: none"> • Reconcile stock and send monthly reports to ILM.

CONTACTS/OTHER RESPONSIBILITIES

Departmental Relations	<ul style="list-style-type: none"> • Maintains regular contact with all Departments.
Responsibility for Assets	<ul style="list-style-type: none"> • Has responsibility for the conservation and efficient utilization of all company assets within the warehouse.

REQUIRED COMPETENCIES AND SKILLS

Competency	Description
Quality Focus	<ul style="list-style-type: none"> • Commits to premium standards in everything. Uses quality measures & problem solving to improve process. Ensures compliance with relevant standards & procedures.
Achievement	<ul style="list-style-type: none"> • Has the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results.
Customer Service Orientation	<ul style="list-style-type: none"> • Willing and able to give priority to customers, delivering high quality services which meet their needs.
Team working	<ul style="list-style-type: none"> • Ability to work co-operatively, across cultures and organizational boundaries to achieve shared goals.
Holding People Accountable	<ul style="list-style-type: none"> • Ability to be totally clear with others about what has to be achieved, to what standard, by when, within what budget, and then make clear their accountability for delivery.
Leading & Developing Others	<ul style="list-style-type: none"> • Leads, encourages, inspires and supports others to develop confidence and capability to help them realize their full potential.

Communication Skills	<ul style="list-style-type: none">• Strong communication and interpersonal skills, able to communicate effectively with technical and non-technical issues.
Language skills	<ul style="list-style-type: none">• English and any other Ghanaian Languages (especially Twi).

OTHER REQUIREMENTS

Education	<ul style="list-style-type: none">• HND in Procurement & Supply Science, BSc. in Management. or Business Management.
Relevant Experience	<ul style="list-style-type: none">• 3-5 years' experience in warehouse management.• Certificate in CLT is an added advantage.
Others	<ul style="list-style-type: none">• Willingness to work a variety of hours as business demands, including late nights, weekends, and holidays.• Ambition to grow professionally and contribute to the development of the company.

All CVs should be sent to bpadmin@blackparkghana.com

Deadline : September 16, 2023