

STOCK CONTROLLER

Leading dynamic ATM company seeks a skilled and experienced **Stock Controller** to ensure effective tracking, maintenance and shipping of equipment, goods and materials. Based in Paarden Eiland, the successful individual will be responsible for enforcing company stock processes and stock control best practice.

RESPONSIBILITIES:

- The main function of the incumbent is to order, receive and dispatch stock to the relevant departments.
- Collation and maintenance of all incoming and outgoing part documentation and capture stock movements in the Pastel Evolution stock module.
- Ensure that all new company material, consumables and stock are entered and updated into the company Inventory Control system and packed in storeroom on designated shelves.
- Manage ATM and ATM parts requisitions and logistical services (courier, transport, etc) to and from site/ technicians as required.
- Ensure that all courier documentation and tracking information is in compliance with company procedure.
- Participate in weekly cycle counts and monthly stock takes.
- Enforce company stock processes and stock control best practice.
- Provide reports and information in relation to all equipment and part stock when requested by the Technical Manager.

PROFESSIONAL REQUIREMENTS:

- National Senior Certificate (Grade 12)
- Preferably a tertiary degree or equivalent qualification
- Minimum of 2 years in a Stock Controller position or similar role with store management exposure
- Pastel Evolution Inventory Module is essential
- Computer literacy

COMPETENCIES:

- A passion for excellence in all aspects of their career
- Possess strong communication and people skills
- Ability to follow procedures and have a structured approach to problem-solving
- Organized, motivated and able to manage time effectively
- Goal orientated, deadline driven and ability to perform under pressure
- Individual with high attention to detail and good analytical skills
- Responsible, reliable, and have a high degree of personal integrity

Interested parties should email a concise CV with subject line: STOCK0813 and a covering letter outlining why you feel you are suited to this position to jobs@sparkatm.co.za.

If you do not hear from us within 14 days from date of application, please regard your application as unsuccessful. Only short-listed candidates will be contacted.

For more information visit www.sparkatm.co.za