

CROWN BEVERAGES LIMITED

1. JOB TITLE: STOCK CONTROLLER
STORES

DEPARTMENT: PROCUREMENT AND STORES

PURPOSE:	KEY OUTPUTS / NEED TO DO:	NEED TO KNOW:	NEED TO BE:
<p>To operate the store by receiving and storing, issuing and dispatching stock, and reporting on stock levels in accordance with Procurement and Stores Department procedures.</p> <p>CONTEXT:</p> <p>Crown Beverages Ltd operates in an extremely dynamic and competitive environment.</p> <p>Therefore, it is imperative that high levels of efficiency, value for money, quality and</p>	<p>1. Organizing Procurement and Stores Department and Inventory:</p> <ul style="list-style-type: none"> • Carry out stacking and ranking systems in all Procurement and Stores Department well palletized stocks with the assistance of casual labourers. • Check and update temperatures and humidity checklist form and report to the Stores Manager on any variances. • Assist in cleaning and monitoring all Procurement and Stores Department locations to avoid cross-contamination with the help of third party service providers. <p>2. Cost Effective Material Handling:</p> <ul style="list-style-type: none"> • Minimize material and inventory waste such as damages, expiry through proper 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Diploma in Logistics, Procurement and Stores Department Management and Finance. <p>EXPERIENCE:</p> <p>One year’s relevant experience</p> <p>SKILLS/ KNOWLEDGE:</p> <ul style="list-style-type: none"> • Communication • High analytical skills. 	<ul style="list-style-type: none"> • Fast • Accurate • Analytical with high-level attention to detail • Time management • Result-oriented • Flexible

<p>compliance are maintained.</p> <p>This job operates within the statutory requirements and established CBL's Procurement and Stores Department policies and procedures.</p>	<p>handling and issuing.</p> <ul style="list-style-type: none"> • Check invoices and delivery notes for correct qualities and prices and internal transfers <p>3. Store Operations:</p> <ul style="list-style-type: none"> • Operate and maintain the company store which involves issuing, receiving, inspecting, unloading, shelving, labelling, delivering and maintaining a perpetual inventory of materials, consumables and supplies. • Implement the stock rotation policies and apply the relevant protocol (LIFO, FIFO, FEFO etc.) • Keep up-to-date all records relating to inventories. • Receive and issue raw materials to user departments as requested. • Make requisitions and generate them well in time for replenishments. • Update goods received for correct 	<ul style="list-style-type: none"> • Interpersonal skills. • Computer literacy 	
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qualities and prices against purchase orders.

4. Management Information System:

- Participate in production planning and harmonizing it with stock requirements.
- Provide information on stock levels and projected stock requirements.
- Make arrangements for restocking and dispatch.

5. Stock control and Management:

- Carry out reconciliation of both physical and systems stock.
- Report to supervisor on any identified variances.

6. Monitoring of Stock Levels and Movement:

- Prepare and provide reports on received and dispatched stock.
- Provide stock movement, document and monitor for compliance to set procedures

	<p>and guidelines.</p> <p>7. Health, Safety and Environment:</p> <ul style="list-style-type: none"> Follow safety practices, precautions and procedures; maintain or assist in maintaining tools, equipment, supplies, and worksite in a safe condition; participate in the team’s safety programs. 		
<p>DIMENSIONS</p> <p>Inventory value of up to approximately 7 Billion Uganda Shillings is managed by one Storekeeper and one Procurement and Stores Department assistant with casual labour force of 2 people</p>	<p>RELATIONSHIPS:</p> <p>Internal</p> <ul style="list-style-type: none"> Reports to the Stores Manager All other Procurement Department staff <p>External</p> <ul style="list-style-type: none"> Suppliers <p>DECISION-MAKING AUTHORITY:</p> <ul style="list-style-type: none"> Under the supervision of the Stores Manager and the approved company Procurement policies and regulations. 		

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SUPERVISOR'S NAME: **SIGNATURE:** **DATE:**

JOB HOLDER'S NAME: **SIGNATURE:** **DATE:**

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