

# VACANCY



**NAMIB POULTRY**

BECAUSE YOU DESERVE BETTER

## 4 x CONTROLLER: STOCK

PROCESSING PLANT / PACKAGING STORES DEPARTMENT

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka. Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

### PRIMARY PURPOSE OF THE POSITION

Ensure accurate stock control and reconciliation, maintain efficient order-picking processes, and manage the integrity of warehouse equipment and administrative tasks.

### KEY FUNCTIONS AND RESPONSIBILITIES

- **Stock Control**  
Maintain updated and accurate information in the system.  
Perform daily and monthly stock takes, ensuring timely and precise record-keeping.  
Oversee daily stock control and stock transfers, reconciling discrepancies efficiently.  
Ensure pallets are accurately scanned into the warehouse system and stored securely.  
Manage and control stock in the warehouse, performing daily accuracy checks to resolve mistakes and discrepancies.
- **Order Picking Slips**  
Reconcile truck loads with purchase orders to verify accuracy.  
Accurately pick and organize orders received from telesales, ensuring the correct products are selected.  
Manage stock transfers between stock cost centers efficiently.
- **Warehouse Equipment**  
Equipment Readiness: Ensure that all required warehouse equipment, including forklifts, pallet jacks, conveyor systems, scanners, and any other tools relevant to the stock management and distribution processes, are available and operational.  
Operational Efficiency: Optimize the efficiency of the distribution process - coordinate with the maintenance team to address any equipment issues promptly and minimize disruptions in daily operations.  
Safety Standards: Guarantee that all warehouse equipment is in safe working condition.  
Company Procedures: Following maintenance schedules, reporting equipment issues to the appropriate personnel, and keeping detailed records of equipment maintenance, servicing, and repairs.  
Compliance: Ensuring employees comply with safety regulations and guidelines when using equipment.  
Equipment Upgrades and Investments: Identify when equipment requires replacement or upgrades to meet evolving operational demands. Collaborating with the management team to ensure the timely acquisition of new equipment.
- **Administrative Duties**  
Maintain effective communication practices with team members and other departments.  
Ensure the availability of records and accurate record-keeping for documentation and claims.  
Uphold housekeeping standards, correcting any discrepancies promptly.  
Resolve queries in a timely and professional manner.  
Submit an accurate daily stock sheet.
- **General**  
Demonstrate flexibility and a willingness to undertake additional ad hoc duties as required.  
Maintain prescribed hygiene, housekeeping, health, and safety standards and adhere to company procedures.  
Establish continuous communication with management and production departments.

**A1 Highway Klein Okapuka Farm, Windhoek, KH, Namibia | P.O. Box 20276**

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## MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4)
- 3 (Three) Years prior / previous experience in Stock Control.
- Experience in Cold Chain Distribution will be an advantage.
- Proficient in written and spoken English, being bilingual will be advantageous.
- Namibian citizen.
- Familiarity with inventory management software, spreadsheet applications, and other relevant software tools for efficient stock control and data recording.
- Willingness to work rotating shifts, overtime and after hours, standby including weekends and Public Holidays when/if required.

The company offers a competitive salary and market-related employee benefits.  
Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.  
Candidates who qualify for the above position should send a short CV to the HR department.  
Email: [HRSalaries@npi.com.na](mailto:HRSalaries@npi.com.na)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: CONTROLLER: STOCK**  
**ONLY APPLICATIONS WITH THIS SUBJECT LINE WILL BE CONSIDERED.**

**CLOSING DATE FOR APPLICATIONS: 18<sup>TH</sup> OF MARCH 2024**

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