

Datacentrix Holdings Limited  
Incorporated in the Republic of South Africa  
(Registration number: 1998/006413/06)  
Share code: DCT  
ISIN: ZAE000016051  
("Datacentrix")

## Careers @ Datacentrix

**Job Title: Stock Control Manager**

**Location: Samrand**

Candidate will be responsible to manage the receipting and issuing of stock, the security of the facility ensuring safeguard thereof as well as the implementation and adherence to all policies, procedures, work instructions and system requirements to guarantee a live balanced stock file. This includes but is not limited to cycle counts, monthly stock takes, variance analysis. Coordination and reporting to Top Management , Client and Vendors where relevant.

### **Primary Role Accountabilities :**

- Management of daily receipting and issuing of stock on site, including daily reconciliation of physical stock against live stock file and investigating and resolving variances
- Weekly and monthly stock counts and reporting, including investigating and resolving of any variances
- Daily reporting of available stock to project managers, Top Management, Suppliers and Clients, including reporting of all stock issued to different projects
- Pre-Project site assessments at nationwide offsite locations, including risk and process assessments and recommendations. To include creating and documenting processes for Offsite stock storage aligned to ISO9001
- Continuous assessment of site and stock security, including risk management and creating and implementation of necessary processes and security measures and the reporting thereof to Management

### **Critical Requirements - Skills, Experience & Qualifications:**

- Strong computer literacy skills, specifically in MS Excel, ERP system knowledge - Microsoft Dynamic Great Plains - would be an advantage
- Very strong Organizational and Management skills, experience in stock and personnel management essential. Analytical, Logical and methodical with emphasis on attention detail
- Ability to work under pressure and without supervision and take ownership of assigned tasks and on time delivery, reliable and committed. Able to make management decisions regarding change in process and to follow through to completion. Creating process documents and processes, including to document aligned to ISO9001 (non-conformances management and reporting)

- Own reliable transport with Code EB driving license
- Senior Certificate (Matric) Essential, Bookkeeping, ISO, Stock or Supply chain would be beneficial

## **Contact**

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