

Head of Stores

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Company: Dangote Group

Location: Ndola

Category: other-general

Support the effective management of materials at the plant both in and out bound to ensure alignment of inventory levels within appropriate guidelines from the group.

Oversee the day-to-day running of stores to ensure access to necessary materials and supplies.

Ensure incoming products are received and stored according to DCP's policies & procedures.

To manage both inward and outward stock movement whilst maintaining accuracy and integrity of the store/s inventory records under your direction including all associated documentation and record keeping for accounting purposes.

Organise regular/periodic stock count exercises and ensure discrepancies are resolved on a timely basis.

Investigate incidences of damaged/missing stock in the depot and escalate to the Plant Director where necessary.

Ensure all faulty credit stock is returned to supplier in a timely manner.

Conduct Inventory Verification through ABC class as per stock verification policy for spares item.

Maintain the stability and reputation of the store by complying with legal requirements.

Take adequate steps, including leveraging of existing relationships to ensure timely resolution of depot-related issues and challenges.

Post details of receipt transactions and ensure integrity of the inventory management system.

Maintain up to date records of materials inventory at the stores (existing stock, pending orders, etc.)

Provide information on current stock and orders to provide justification for re-ordering.

Monitor trends of product receipt and dispatch at the stores to provide basis for demand forecasting

Ensure store is optimally utilised by constantly reviewing layout, space utilisation and material flow to identify improvement areas.

Implement and Maintain approved HSE best practices, policies and procedures for Stores Safety Management System.

Develop periodic performance reports for review and decision making by the Plant Director

Perform any other duties as assigned by the Plant Director

Requirements

Degree in Inventory Management or its equivalent

Minimum of Ten (10) year relevant work experience with 5 years at Senior Mgt level

Professional Membership Certification

Experience with SAP enterprise system

Benefits

Medical Insurance Cover

In-House Pension Scheme

Quarterly Production Bonus

Life Assurance

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