

Inventory Officer

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Company: Dangote Group

Location: Ndola

Category: other-general

Manage the day-to-day operations and activities of the stores (centralized) under the supervision of the Head, Stores.

- Conduct physical counts to verify accuracy of incoming and outgoing products at the stores.
- Ensure incoming products are received and stored according to DCP's policies & procedures. SWs
- Maintain online inventory management software and ensure timely identification of triggers (or manually identify when minimum threshold levels have been reached) to initiate actions for stock replenishment.
- Post details of receipt and dispatch 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
- Conduct periodic inventory stock counting/ inventory accuracy checks
- Perform end-of-day inventory reconciliation to ensure discrepancies are identified and resolved in time.
- Notify Head, Stores of irregularities in inventory records and support in reconciling/ resolving.
- Maintain approved HSE best practices in the stores.

- Develop periodic reports of stores operations and performance as required.
- Maintain electronic inventory management database.
- Perform any other duties assigned by the Head, Stores.

Requirements

minimum of 5-10 years related work experience.

Bachelor's degree Purchasing and Supply/Business Management or Related disciplines

Benefits

Medical Insurance Cover

In-House Pension Scheme

Production Bonus

Life Assurance

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