

ONGUMA IS HIRING



POSITIONS AVAILABLE

We have fantastic opportunities for the right candidates to join our team. We are seeking motivated team players, who are committed to building a successful career in the hospitality industry. Applicants with proactive attitudes, lots of energy and a solid background in the hospitality industry will be considered.

We are looking to fill the following positions:

Stock Controller / Food & Beverage Controller

PLEASE EMAIL YOUR CV TO
RECRUITMENT@ONGUMA.COM

Onguma
ETOSHA | NAMIBIA

WWW.ONGUMA.COM/VACANCIES/



STOCK CONTROLLER RESPONSIBILITIES

Coordinating stock control operations on all Onguma lodges with Management and the Executive chef, as well as the sales and finance departments in Windhoek.

- Analysing supply chain data to ensure the uninterrupted availability of stock
- Forecasting supply and demand to prevent overstocking and running out-of-stock (OOS)
- Evaluating vendors and suppliers' offers and negotiating profitable purchase prices
- Placing and receiving orders to replenish stocks as needed
- Tracking shipments and coordinating internal stock transfers, as well as resolving delays
- Overseeing stock storage processes, including tagging, boxing, and labelling
- Maintaining a steady flow of stock from storage to where it is needed
- Performing regular inventory audits and keeping stock purchasing within budget
- Maintaining and updating daily shipment records, as well as purchases and pricing reports
- Assist in Stock takes and updating of Stock sheets on weekly basis
- Work alongside lodge personnel, chefs and waiters to ensure required products are readily available
- Maintain accurate record of inventory and stock management systems according to set standards

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STOCK CONTROLLER APPLICATION REQUIREMENTS

- Bachelor's degree in logistics, business administration, or a related field preferred
- A minimum of two years' experience as a stock controller in a similar industry
- Proficiency in inventory management software, such as MICROS or INKEEPER or similar
- Proficiency in basic operating systems such as Microsoft word and excel
- In-depth knowledge of inventory management principles and best practices
- Extensive experience in supply chain data analysis
- Great analytical and problem-solving skills
- Superb negotiation, collaboration, and communication abilities
- Exceptional organizational and time management skills
- Basic understanding of mathematics
- Must have Grade 12
- Must have driver's license
- Excellent communication skills

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CV CONTENT MUST INCLUDE

- Personal Details
- Education Details
- Work details – specify where you were employed, what experience you gained, period you were employed and contactable work references.
- Certified copy of your ID
- Certified copies of work testimonials or certificates of service
- Certified copies of any certificates of achievements

Interested candidates must indicate the position applying for and send a motivation covering letter and CV's to **recruitment@onguma.com**

Please do not apply if you do not fit the criteria. No telephonic application will be accepted. Only shortlisted candidates will be contacted. Should you not hear from us within 2 weeks your application was unsuccessful.



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