



Job Profile

Stock Control Clerk

Job Details

Job Title	Stock Control Clerk
Historic Job Title	Production Clerk/Stock Controller
Date Reviewed	2025-06-30
Location	Graaff-Reinet (Packaging, Exports, GREI Warehouse (WH07))

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Stock Control Clerk
Direct Line Manager	Warehouse Supervisor
2nd Line Manager	Warehouse Manager (Finished Goods & Packaging)
Direct Subordinates	None

Position Description

Overall Purpose of the Job

Responsible for managing the flow of inventory within the company's warehouse or storage facility and overseeing the receipt of incoming inventory, verifying the accuracy and quality of received goods, maintaining inventory, and ensuring efficient management of stock.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4)

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- None

Ideal

- Forklift Licence (Operate a Counter-Balanced Lift Truck)



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
General experience in a production or <i>FMCG</i> environment, preferably experience in the receiving and/or dispatching of stock	1 year

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Receiving	- Check the cleanliness and general condition of the stock before receiving stock - Generate and maintain documentation related to <i>Incoming Stock Shipments</i>, including <i>Packing slips</i>, <i>Sales Orders</i>, <i>Work Instructions</i> and <i>Inventory Reports</i> - Receive <i>Incoming Stock</i> from suppliers and production plants - Inspect received items for accuracy, quality, and quantity - Compare received stock with <i>Purchase Orders (POs)</i>, <i>Transfers</i> & <i>Delivery Notes</i> to ensure accuracy - Unload, unpack and put away <i>Incoming Inventory</i> as necessary - Document and report any discrepancies, damages, or defects to the Warehouse Supervisor/Manager - Generate and maintain documentation related to <i>Incoming</i> and <i>Outgoing Shipments</i>, including <i>Packing Slips</i>, <i>Sales Orders</i>, <i>Work Instructions</i> and <i>Inventory Reports</i> - Update <i>Inventory Records</i> and documentation accurately and in a timely manner - Liaise with the Warehouse Supervisor/Manager to coordinate deliveries and resolve any issues related to incoming stock	25%
Dispatching	- Check the cleanliness and general condition of the truck before dispatching stock - Direct the Operator (Forklift) to the allocated locations for stock to be picked - Check <i>Description</i>, <i>Quantities</i> and <i>Batch Numbers</i> against the <i>Picking List</i> or <i>Worksheet</i> - Check the loading of stock and distribute evidence of stock loaded to the relevant role players - Check that the truck is sealed/secured after all stock has been loaded	25%
Stock Control	- Maintain accurate <i>Inventory Movements</i> with a scanner to ensure correct <i>First-in-First-Out (FIFO)</i> and placement of stock in correct locations - Monitor <i>Stock Levels</i> to report <i>Out-of-Stock Inventory</i> to Warehouse Supervisor - Conduct regular physical <i>Cycle/Stock Counts</i> to reconcile <i>Inventory Records</i> - Initiate orders to replenish stock as needed to maintain optimal <i>Inventory Levels</i> - Ensure proper storage and organisation of <i>Inventory Items</i> to maximise space utilisation and facilitate easy access - Communicate <i>Inventory Discrepancies</i> or <i>Stock Variances</i> to the Warehouse Supervisor/Manager - Provide assistance and support to other departments as needed regarding inventory-related matters - Report any <i>Quality Issues</i> or concerns to the Warehouse Supervisor/Manager for resolution	30%



KPA / Main Outputs and Responsibilities for this Position

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	Follow established <i>Procedures</i> for handling and storing goods to prevent damage or deterioration	
Hygiene, Housekeeping and Occupational Health and Safety	- Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Report hazards or risks to Management - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times. Assist with the cleaning of all areas when the factory is off for shutdown/maintenance	20%

Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Operating the scanner
- Identification of variances or discrepancies
- Communication
- Computer literacy
- Operating the printer

Behavioural Attributes

- Accurate
- Attention to detail
- Team player
- Reliable
- Assertive

Knowledge

- Product knowledge
- Knowledge of *Batch Numbers*
- Understanding of *Receiving and Dispatching Policies and Procedures*
- Knowledge of *Pallet Configurations*
- Knowledge of *Warehouse Layout*



Special Requirements

- Incumbent must be physically able to lift heavy items of 50kg
- Incumbent is required to work in Shifts, which include working over weekends, public holidays, night shifts and overtime
- The employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Karen Smith	National Warehouse Manager
Tannith Rudolph	Warehouse Manager (Finished Goods & Packaging)

Completed By

Name	Title
Henry Galloway	Human Resources Manager