

# Inventory Controller

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A vacancy for an Inventory Controller currently exists at the production facility (in Somerset West) of an innovative engineering company which is based in Stellenbosch. This vacancy is at the production facility of EMSS Antennas ([www.emssantennas.com](http://www.emssantennas.com)), which is a subsidiary of the Alphawave group ([www.alphawave.co.za](http://www.alphawave.co.za)). EMSS Antennas has a world-class team that designs and builds electronic and electromagnetic solutions, including state-of-the-art receivers for the world's most formidable radio telescopes, such as MeerKAT and SKA. Additionally, we are constantly developing our own products. More information can be found here: [www.fieldsense.com](http://www.fieldsense.com) and [www.inrangegolf.com](http://www.inrangegolf.com)

## Key Responsibilities, Accountabilities and Duties

- To maintain inventory control at the production facility.
- Ensure that stock is well organised and controlled to sufficiently support production and the goals of the business
- Ensure that incoming goods are receipted and managed appropriately according to company procedure
- Ensure that all inventory documentation is sent to/received by the applicable department/individual/s
- Ensure that materials (kits) are ready and available for production as and when required
- Ensure the integrity and accuracy of the stock management system through ad hoc cycle counts, improvement initiatives and periodic stocktakes

## Qualifications and Experience Required

- National technical certificate (N4 minimum) or relevant diploma
- Minimum of 3 years' experience as an Inventory Controller
- Experience working in an electronic/mechatronic engineering environment

## Candidate Profile Description

- A top achiever, well-balanced individual with a demonstrated track record
- Eager to take ownership and be accountable
- Competent in problem solving, planning and decision making
- Excellent verbal and written communication skills with management and staff at all levels
- Flexible enough for an SME environment
- Capable to work in a highly technical environment
- A general attitude of serving others to achieve a common goal
- Ability to work and solve problems independently
- Goal-oriented, organized team player



## Knowledge and Skills Required

Any combination of the following knowledge and skills and an interest to acquire some of them would be highly advantageous.

- Solid knowledge and understanding of inventory control processes, policies and systems
- Knowledge of and experience working with ERP/MRP system/s
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)



## Terms and Conditions

- Competitive, market related salary.
- Various company perks.
- Starting date is as soon as possible.
- Full-time employment
- Documents to return to Carol Stuart ([cstuart@emss.co.za](mailto:cstuart@emss.co.za)):
  - Comprehensive CV
  - Academic results and applicable certificates
  - Identity Document
- Closing date for applications:
  - Consideration of applications will begin on 30 April 2024 and will continue until the position has been filled.