WE'RE HIRING

INVENTORY CONTROLLER & STOREMAN

Employment Opportunity at CUBECOM

Employment Type: Full-time
Location: Stellenbosch, Western Cape
Date: 9 July 2026

JOIN A FAST-GROWING COMPANY IN THE SPACE INDUSTRY

CUBECOM is excited to announce an Inventory Controller & Storeman opportunity in our space communication division. At CUBECOM we design, develop, and manufacture communication systems for space satellites, specialising in high data rate communication systems and providing end-to-end solutions for antennas, transmitters, and ground station equipment.

We are a passionate team of self-starters and innovators entering an exciting new growth phase. In this role you will be the custodian of the components and materials that end up in orbit – in the satellite industry, disciplined stores and inventory control is a core part of product quality and mission success. We offer a collaborative engineering environment, exposure to space-grade quality and materials management practices, and support for ongoing training as our production volumes grow.

ROLE OVERVIEW

As Inventory Controller and Storeman, you will take full ownership of the stores and inventory function at our production facility. You will control the receipt, storage, issuing, and traceability of electronic components, mechanical parts, and consumables used in the assembly of flight and ground hardware. This includes maintaining ESD-safe and humidity-controlled storage, managing moisture-sensitive and limited-shelf-life items, preparing accurate production kits, and ensuring the integrity of the stock management system. Working closely with production, procurement, and quality personnel, you will ensure that materials are available, correct, traceable, and in flight-worthy condition when production needs them. This dual role suits a hands-on, meticulous individual who takes pride in a well-organised store and understands that in the space industry every component must be accounted for.

KEY RESPONSIBILTIES

- Maintain inventory control at the production facility and take ownership of the stores function as the responsible storeman.
- Ensure that stock is well organised, correctly located, and controlled to sufficiently support production and the goals of the business.
- Receive incoming goods, verify them against purchase orders and delivery documentation, and manage receipting according to company procedure, including booking parts into the production system.
- Support incoming inspection by checking part numbers, quantities, date codes, and certificates of conformance, and quarantining discrepant or suspect material in a segregated area pending disposition.
- Maintain lot/batch traceability of components and materials from receipt through kitting to the finished unit, in line with space industry quality requirements.

- Store and handle components correctly, including ESD-safe handling and packaging, dry storage of moisture-sensitive devices (MSDs), and monitoring of humidity indicator cards and dry cabinets.
- Manage limited-shelf-life materials (e.g. solder paste, adhesives, conformal coatings) and component date codes, applying first-in-first-out (FIFO) stock rotation and flagging items approaching expiry for review.
- Prepare, verify, and issue production kits so that materials are ready and available for production as and when required, and process kit returns and shortages accurately.
- Ensure that all inventory documentation is sent to and received by the applicable department or individuals, and that stores records are complete and audit-ready.
- Maintain the integrity and accuracy of the stock management system through ad hoc cycle counts, improvement initiatives, and periodic stocktakes, investigating and resolving discrepancies.
- Pack, preserve, and dispatch outgoing goods, including appropriate ESD and protective packaging for electronic assemblies.
- Keep the stores area clean, safe, and organised, supporting foreign object debris (FOD) prevention and general housekeeping standards expected in a space production facility.
- Manage the procurement and replenishment of company consumables and low-value operational requirements, including office supplies, stationery, PPE, production consumables, packaging materials.
- Perform local collections and deliveries of materials, consumables, components, and documentation.
- Assist with preparing finished products for shipment and completing the required shipping documentation.

MINIMUM REQUIREMENTS

- National technical certificate (N4 minimum) or relevant diploma, or equivalent qualification with demonstrable relevant experience.
- Minimum of 3 years' experience as an Inventory Controller, Storeman, or in a similar stores/materials control position.
- Experience working in an electronic, mechatronic, or similar engineering/manufacturing environment.
- Proficient computer skills, including the Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- South African citizenship or valid work authorisation.
- Valid Code B (08) driver’s license.

PREFERRED EXPERIENCE

- Experience in the space, defence, aerospace, or other high-reliability electronics industry.
- Hands-on experience with ERP/MRP systems for goods receipting, stock transactions, kitting, and cycle counting.
- Experience handling electronic components, including ESD precautions and moisture-sensitive device (MSD) storage and handling (e.g. IPC/JEDEC J-STD-033 practices).
- Exposure to quality management systems (ISO 9001 / AS9100) and configuration-controlled documentation, including traceability and non-conformance processes.
- Familiarity with bonded stores, quarantine control, and counterfeit part avoidance practices in the electronics supply chain.
- Experience with stock management of limited-shelf-life materials and date code control.
- Basic knowledge of incoming inspection, goods-in verification, and supplier documentation (certificates of conformance, test reports).

TECHNICAL SKILLS

- Solid knowledge and understanding of inventory control processes, policies, and systems, including cycle counting and stocktake methodology.
- Knowledge of and experience working with production systems.
- Ability to read and work from bills of materials (BOMs), pick lists, and kitting documentation.
- Ability to identify electronic components and interpret part numbers, date codes, and manufacturer labelling.

- Understanding of ESD-safe storage and handling practices for electronic components and assemblies.
- Accurate record keeping and data capturing, with strong attention to stock accuracy and traceability.
- Safe manual handling and correct packaging, preservation, and storage techniques for sensitive hardware.

PERSONAL ATTRIBUTES

- A top achiever and well-balanced individual with a demonstrated track record.
- Meticulous and thorough, with exceptional attention to detail – understands that stock accuracy and traceability directly affect flight hardware quality.
- Eager to take ownership and be accountable for the stores function.
- Competent in problem solving, planning, and decision making, with the ability to work and solve problems independently.
- Excellent verbal and written communication skills with management and staff at all levels.
- A goal-oriented, organised team player with a general attitude of serving others to achieve a common goal.
- Flexible enough for an SME environment, willing to assist beyond the strict job description when production needs it.
- Capable of working in a highly technical environment and eager to quickly learn space industry materials management practices.

WHAT WE OFFER

- Opportunity to work on cutting-edge satellite technology
- Growth opportunities within a scaling company
- Competitive, market-related salary
- 25 days annual leave
- Daily lunch provided

HOW TO APPLY

- Application Requirements: Please send cover letter and comprehensive CV including relevant academic results.
- Email: recruitment@cubecom.space

ADDENDUM TO JOB SPECIFICATION

IN RESPECT OF EMPLOYMENT AGENCIES

Should the same applicant be recommended by more than one agency, the agreement with the agency which first sent through his/her CV will be honoured. The above statement will only apply if we have advertised a position and requested (in writing) an agency to submit CVs. Only candidates who have been interviewed and referenced by the agent for this specific vacancy will be considered by CUBECOM, i.e., submission of a CV only, in response to an advert, is not considered sufficient.

FOR APPLICATIONS NOT APPLYING THROUGH AND EMPLOYMENT AGENCY

Please advise where/how/from whom you learnt of the vacancy. If you do not receive a response within 3 weeks, please accept that your application has been unsuccessful. Regrettably, correspondence will only be with those being interviewed.

ABOUT US

CUBECOM's roots lie in Etse Electronics that was founded in 1997. In 2016, we joined the Alphawave Group which shifted our focus towards design and support of RF Communication Products for Space Satellites. Our company is in Techno Park, an important engineering hub in Cape Town, nestled in the heart of the Stellenbosch Winelands region and only 20 minutes' drive from the closest beach.