



Job Description: Warehousing & Inventory Stock Controller

Job Purpose

The Warehousing & Inventory Stock Controller will be responsible for overseeing the efficient operation of warehouse activities and ensuring accurate inventory management. The primary goal will be to monitor and maintain optimal inventory levels across all the disaster preparedness containers across the country and for the retail shop, minimize stock discrepancies and streamline the warehouse process to meet operational objectives.

The incumbent will also be responsible for creating monthly inventory reports accurately, recording and coordinating with the logistics team and divisional office for procurement, stock transfers, deliveries, and other processing.

The role requires strong organizational skills, meticulous tracking, optimization of inventory processes, attention to detail and the ability to effectively communicate with internal and external stakeholders.

Job Responsibilities

Warehousing

- Coordinate warehouse activities, including receiving, storing, picking, and arranging shipping.
- Maintain a clean and organized warehouse environment and ensure compliance with safety regulations.
- Organize and optimize warehouse layout to maximize space utilization.
- Implement and maintain standard operating procedures (SOPs) for warehouse activities.
- Ensure items are raised off the ground and proper access to materials when needed for picking and stocktaking, shelve and organize materials with best practices.

Inventory Management

- Inspect and receive items, check shipping/delivery documents for accuracy and track all incoming shipments.
- Manage inventory levels and ensure adequate stock levels.
- Conduct inventory audits to verify accuracy and reconcile discrepancies.
- Implement inventory control measures to minimize stockouts and excess inventory.
- Implement control measures to comply with First in First Out (FIFO) and First Expiry First Out (FEFO) and minimize the level of expiries in the disaster preparedness containers.
- Liaise with suppliers to ensure timely delivery of delivery of goods and services and issues related to quality, quantity, or any other discrepancies.
- Ensuring that all record of data on stock inventory of NFI's are inputted into the Stockholm Platform of which IFRC uses.

Support & Training

- Provide advice, appropriate training, and support to branches to ensure compliance to warehouse policies and standard operating procedures of warehouse and inventory.



Data Management/Filing

- Maintain clear record of warehousing register, warehouse inspection reports, spot check reports, discrepancy reports, disposal documentation/reports, delivery reports, waybills, stock cards, etc.
- Analyze data to identify areas of improvement.

Other

- Adhere to FRCS's principles and values.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Job Requirements

Essential

- Experience in variety of logistics role and activities, including procurement, transport management, warehouse management, stock control, distribution, and customs clearance.
- Reporting skills and ability to analyze information.
- Experience with use of Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Strong verbal and written communications skills in English and other languages.
- Ability to make effective, timely decisions and take prudent risks.
- Ability to build relationships and collaborate with other departments and branches.

Education:

- The minimum requirement is a diploma or degree in warehouse/inventory management, logistics or related field or other relevant experience. Other certification/Accreditation courses will be an advantage.

Desirable Experience:

- Minimum 3 years of experience in a similar role.
- High level of integrity
- Proficiency in warehouse and inventory management
- Detail oriented with a focus on accuracy and precision with the ability to work under pressure and meet stringent timelines.
- Excellent communication and interpersonal skills.

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Commitment to safeguarding FRCS's policies for all people who come into contact with Society.

Applicable to All Staff:



1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Financial Controller & Operations Manager

Position Requirements:

Education	Required	Preferred
Diploma or Degree in warehouse/inventory management, logistics or related field	x	
Experience	Required	Preferred
3 - 5 years' experience in a similar role	x	
Should be an excellent team player and well organized.	x	
Demonstrated knowledge of Logistics and Procurement Operations.	x	
Demonstrated ability to use Microsoft Excel at an intermediate or advanced level and ability to use other Microsoft Office programs including Word, Outlook, and PowerPoint.	x	
Able to work under minimum supervision.	x	
Knowledge and Skills	Required	Preferred
Experience in planning, coordinating, and implementing activities	x	
Self-motivated and proactive, with good judgment and initiative	x	
Excellent oral and written communication and networking skills.	x	
Ability to prioritize, meet deadline and manage multiple tasks	x	
Group 2 Drivers Licence	x	