



Rendezvous is seeking a confident, creative and energetic individual to join the Accounts team in the position - **INVENTORY CONTROLLER**.

The Inventory Controller will be an essential position in implementing, and monitoring procedures to ensure accurate inventory in all related locations. The Inventory controller will assist management in the development and implementation of a formal programme to audit the inventory of all related areas.

Essential Responsibilities:

1. Monitoring and maintaining current inventory levels
2. Ensuring adequate inventory of products in accordance with inventory cycles and company philosophy
3. Conducts daily inventory analysis to solve inventory problems
4. Preparation of daily inventory sheets in all locations every end of month.
5. To conduct physical inventory on a monthly basis/ and as required from all related storage outlets.
6. Manage the activities of all related storage areas as required. Detect, investigate, and report any stock discrepancies in receiving, issuing and transfers.
7. Work with key personnel to develop and implement inventory control procedures.

Necessary Education, Knowledge, Skills and Abilities:

Advanced level diploma

3-5 years of inventory experience would be an asset

Working knowledge of inventory control practices;

Ability to organize items by broad and specific classifications

Proven problem solving abilities and analytical skills

Strong attention to detail and follow-through skills

Must have the ability to work independently

Must have excellent mathematical skills

Experience with report writing

Advanced MS Excel

Ability to establish and maintain effective working relationships with other employees and vendors

The employee frequently is required to stand, sit, walk, or lift weights of approximately 70 pounds/ 35 kilos.

Please note all references will be checked and only shortlisted candidates will be contacted.

Applications should be emailed to:

HUMAN RESOURCES

VACANCY: INVENTORY CONTROLLER

giselle@theromanticholiday.com

Deadline for submission of applications: Wednesday 9th March, 2016