

## STOCK CONTROLLER

### HILTON GARDEN INN AND HILTON WINDHOEK

As a Stock Controller, you will work closely with all Heads of Departments to effectively analyze costs and controls factors to ensure the implementation of cost-effective measures throughout the Hotel. You will be required to manage the purchasing, receiving, storing and issuing of all food and beverage consumables, other consumables and durables. You will also be responsible for monitoring the purchases to revenue reports daily for F&B and ensuring sustainable stock holdings and profit margin per budget is maintained. Specifically, you will be responsible for performing the following tasks to the highest standards:

#### Responsibilities:

- Review the daily intake of products into the hotel and ensure accurate pricing and quantity of goods received
- Control the stores by ensuring accuracy of inventory and stock control and the pricing of good received
- Manage cost reporting
- Supervise storekeepers and receiving clerk
- Ensure that all incoming goods are received via the Receiving Area, with deliveries properly checked against purchase orders and market lists
- Record and verify all food and beverage invoices on daily basis for price deviation, total and unit prices which should conform to the approved market prices
- Ensure that accumulated daily invoices agree to amounts transferred to Accounts Payable
- Ensure all inventory items are correctly set up in the hotel inventory system including sizes, descriptions, purchase units etc
- Ensure that proper records are kept of inventory receipts, issues, returns and transfers and proper authorization thereof
- Monitor and investigate spoilage and recommend appropriate actions to reduce
- Conduct and co-ordinate monthly stock takes of outlets and storerooms
- Handle all requests and enquiries in a timely, efficient and friendly manner

#### Skills and Qualifications

- Relevant degree, in Finance/Accounting or related business discipline, from an academic institution
- Previous experience in a high-volume cost control function within a hotel environment
- Computer literate, with good MS Excel skills
- Strong organisational skills
- Ability to work under pressure

**CLOSING DATE: 15 MARCH 2024**

#### APPLICATION PROCEDURE:

Suitably qualified applicants should forward their applications clearly indicating the position applied for along with supporting documents to **recruitment\_hilton@Hiltonwindhoek.com** for further information please visit <https://unitedafricagroup.com.na/page/hilton-windhoek/>

*Hilton Hotel Windhoek and Hilton Garden Inn Windhoek are a subsidiary of the United Africa Group (Pty) Ltd*