



1. JOB TITLE: STOCK CONTROLLER

Work place location: DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Context & Environment

Close coordination with;

- Internally: OM, LM, supply team, internal auditor, Commercial department, finance department, Depot Managers
- Externally: Customers, Government institutions such PBPA etc.

Activities

- HSEQ: Respect of the Golden rules and all the HSE rules and standards of TOTAL by all the staff, contractors, customers...
- Carryout end of month and surprise stock taking bulk and lubes on various depots.
- Update master daily stocks report file (DSR).
- Reconcile excel DSR/Tom D/ weekly and Performance report monthly.
- Monitor stocks movements on weekly basis to control any fraud or inappropriate stock transfer.
- Monitor loss/ gain and to report to DM the reasons and action to be carried out.
- Prepare summary monthly performance reports for all depots and circulate the same to loss committee members.
- Proper stock monitoring of stock at JNIA to avoid stock out.

- To coordinate with depots managers and follow-up stock replenishment on upcountry depot
- Update electronic lubes report file on daily basis
- Cross check if movements recorded matches with lubes movements' reports for all depots.
- Confirmation of in the system depot to depot transfer and receipt.
- Reconcile JNIA and KIA figure and send report to finance on monthly basis.
- To promote teamwork.
- Compliance to the Government Statutory and Labour Laws.
- Minimize our stocks in other terminal especially for prorated volumes
- Prepare and animate the monthly loss committee meetings.

Candidate Profile

- Bachelor Degree in Business related fields
- Must be computer literate.
- At least five years of experience in handling stock management

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