



<b>Position Title</b>	<b>Inventory Controller / Stock Controller</b>
About Water Access Rwanda	Water Access Rwanda (WARwanda) was born of the desire to establish a self-sustaining social enterprise that can provide clean and accessible water at an affordable price while also providing employment opportunities to local citizens. Our mission is to provide affordable, reliable, and clean water solutions for every situation and every budget through a unique set of solutions designed for households, communities, private businesses, and farms. Our vision is that our impact will help eradicate the water crisis in Rwanda and in other regions of Africa while also providing economic opportunity and improvement in public health.
Values	We are FAITH-based our values of Flexibility, Advocacy, Integrity, Training, and Honor are at the center of all we do.
About the Position	The Inventory Controller manages the inventory of Water Access Rwanda, keeping accurate records of inventory movements, maintaining minimum inventory levels, making monthly reports and labeling inventory items.
What will drive success	To ensure success as an inventory controller, you should be highly organized, pro-active in your work and have detailed knowledge of supply chain management practices. An excellent inventory controller will be able to accurately forecast inventory requirements and possess excellent logistical abilities to handle items shipping and delivery across our sites and locations. Reports should be available on time without fail. working knowledge of plumbing items will ease work adaptability
Status	Full Time, Salaried
Term	3 months probation then open term
Rank	Officer
Main Responsibilities	<ol style="list-style-type: none"> <li>1. Keep a record of all entries and exits from company inventory locations</li> <li>2. Monitor Inventory Levels and Replenish according to minimum levels</li> <li>3. Liaise and negotiates with suppliers to ensure quality</li> <li>4. Coordinates the logistics for purchase orders, inventory transfers, deliveries, tagging and processing</li> <li>5. Works with Finance teams to forecast supply and demand requirements to ensure stock availability</li> <li>6. Track in-bound and out-bound orders</li> <li>7. Analyses supply chain to identify any risks or issues</li> <li>8. Generates inventory movement reports</li> <li>9. Undertakes monthly inventory audits and reconciliations</li> <li>10. Organizes and upkeeps stock rooms, warehouses to ensure optimal storage quality of materials</li> <li>11. Keeps track of expiration dates where applicable and avoids losses for the company from un-usable stock</li> <li>12. Ensure security of inventory is provided for and advises management on any needed measures.</li> <li>13. Other duties as may be assigned by</li> </ol>
Qualifications	<p>High School Completion with 3+ years as stock keeper            Or a Bachelor degree in logistics, business administration or similar preferred            A minimum two years work experience in retail, warehousing, logistics or similar            Previous regular use of inventory management software            Strong communication skills, conversant in English and Kinyarwanda. French a bonus            Exceptional organizational collaboration and negotiation skills            Good knowledge of plumbing fixtures            Excellent time management skills            Great analytical and logistical thinking abilities</p>
Compensation	Gross salary RWF 400,000 Contributions: NSSF, RAMA
Applications Close	20-Jan-20
Start Date	01-Feb-20