

# INVENTORY & STORES CONTROLLER

## LA RESIDENCE | FRANSCHHOEK

### SCOPE & GENERAL PURPOSE

To manage, maintain and ensure valid record keeping of Inventory ordering, purchases, movement, usage, storage, systems and controls. To align your function with the values of the Royal Portfolio in order to achieve the purpose of the company - "To give our guests a complete experience and a perfect stay".

### MAIN DUTIES & RESPONSIBILITIES

- Recite, understand, apply and live the Purpose and Values
- Maintain and administrate the Micros POS and MyInventory systems, ensuring complete integration between these and the Accounting systems
- Ensure that all purchases are duly authorised with complete, valid and matching supporting documentation meeting SARS and Audit requirements, swiftly resolving any queries and/or issues
- Co-ordinate and manage ad-hoc, daily, weekly and monthly stock takes with relevant departments, addressing, getting critical feedback and analysing as well as reporting on abnormal variances
- Assist departments with:
  - Compiling electronic Stock purchase orders, confirming stock levels before authorising
  - Validating Inventory received
  - Regular supplier price comparisons
  - Keeping timely record of issued stock and interdepartmental transfers
- Maintain, update and further refine Standard Operating Procedures
- Compile and give feedback on monthly and quarterly departmental Cost of Sales and Consumption reports
- Develop effective relationships with HOD's to ensure compliance with the processes & systems - managing UP if needed
- Capturing, reconciling and balancing of Supplier accounts, following up and resolving discrepancies immediately



THE ROYAL PORTFOLIO

At the Royal Portfolio we are passionate about our guest experience. In order to achieve our Purpose, we seek to employ exceptional individuals whose personalities reflect our Purpose & Values

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### PURPOSE & VALUES

To give our guests a complete experience and a perfect stay

### GUESTS

To be welcoming, genuine and warm  
To provide value and superior, personalised service  
To create an environment of relaxation and enjoyment

### STAFF

To have a culture of mutual respect, trust and integrity  
To recognise, reward and uplift  
To have passionate and expert staff

### COMPANY

To be financially sustainable  
To uplift local communities  
To promote conservation and protect the environment

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### ABOUT THE ROYAL PORTFOLIO

The Royal Portfolio is a collection of luxury hotels in iconic South African destinations including Royal Malewane in the Greater Kruger National Park, Birkenhead House in the whale watching paradise of Hermanus, La Residence in Franschhoek and The Silo Hotel in a converted grain silo in Cape Town's V&A Waterfront.

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### REQUIREMENTS & QUALIFICATIONS

- Must at least have more than a years' experience in Inventory Management and Stock Control, preferably in a 5\* Hospitality environment
- Excellent Microsoft Excel proficiency, as well as experience on Micros POS, Micros MyInventory, Micros Opera, Pastel Partner and Pastel Evolution
- The ability to work as part of a team, but independently as well, take the initiative and be a leader
- Ability to multitask and excellent time-management
- Proven job reliability, diligence, dedication and attention to detail
- Tertiary Qualification in Food and Beverage or Finance will be an advantage
- Must be flexible and willing to work overtime around month/quarter/year- end, as well as annual Audit

The ideal candidate for the Inventory & Stores Controller position is one who is dedicated, a leader and a team player. **Someone who will live the Purpose and Values of the Company and buy into our culture.**

[WWW.THEROYALPORTFOLIO.COM](http://WWW.THEROYALPORTFOLIO.COM)



It is important that the candidate is able to work as part of a team and is a good cultural fit for The Royal Portfolio.

South African citizenship is advantageous. A valid work permit is essential if you are not in possession of a South African ID document.

### CONNECT



To apply for this position please send your CV and a one page covering letter to:  
[careers@theroyalportfolio.com](mailto:careers@theroyalportfolio.com)