



## FOOD & BEVERAGE ADMINISTRATOR - STORES

### ***PRIMARY PURPOSE***

To accurately capture purchase orders, goods received notes, supplier invoices, credit notes, stock requisitions, stock transfers, stock counts, selling prices into the inventory and POS system. Ensuring that all stock control documentation adheres to the policies and procedures established by management.

### ***KEY RESPONSIBILITIES***

- Capturing and processing purchase orders, supplier invoices, goods received notes, credit notes, stock requisitions, stock transfers, and stock counts into the inventory system.
- Ensuring that all paperwork received, captured, and processed meets the policies and procedures as determined by management.
- Accurately input selling prices into Point-of-Sale system when required by management.
- Assist F&B Management and F&B Controller with investigation of stock variances.
- Assisting with stock counts in the Food and Beverage outlets as determined by management and updating the daily variance report for all bars and inform management of high variances and discrepancies.
- Assist with ad-hoc stock and stores-related projects and reports as requested by management.

### ***PERSONAL ATTRIBUTES & SKILLS***

- Strong communication skills (written and verbal).
- Ability to cope under pressure.
- Ability to pay attention to detail.
- Adherence to procedures.
- Ability to make quick decisions.
- Honest and reliable individual.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- Minimum of 3 years working experience in an F&B Administration / Stores Control position.
- Experience implementing and enforcing stock control policies and procedures.
- Knowledge of Jonas operating software would be beneficial.

## ***QUALIFICATION***

- Minimum Matric.
- Diploma/Certificate in Stock Control or related qualification would be preferred.

## ***PROPERTY***

- Auckland Park.

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested employees must complete the application form and submit with their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than **25<sup>th</sup> March 2024**.