

Procurement and Inventory Controller

August 2017

The Centre for Proteomic and Genomic Research (CPGR) is seeking to fill a Procurement and Inventory Controller position to assist in all Finance related functions. This job reports to the Senior Accountant.

The individual will be expected to work in a highly self-sufficient manner while interacting with CPGR staff members and management in a professional and effective manner. The main goal will be to ensure that the Inventory associated with the successful running of the organization is maintained and updated regularly.

This position is for an initial 3 month period, situated in Cape Town, South Africa. Individuals with ability to work part-time and PIDs will be given preference.

Remuneration will be market-related.

Job duties include but are not limited to:

1. Processing and Recording of Inventory:

- Receiving Purchase Requests (PR's) with attached quotations.
- Ensuring that purchase requests are signed off by the applicable individuals as per the Inventory SOP.
- Recording inventory items on pastel accurately with respect to Barcode numbers, units of measurement and units of consumption. These three items should be reflected on the purchase request for all inventory items.
- Processing inventory purchase orders on pastel in duplicate and ensuring that the purchase orders are signed off by the applicable individuals as per the Inventory SOP.
- Forwarding completed purchase orders to the suppliers to confirm the order thereof.
- Completing the checklist with regards to inventory purchases.
- Maintaining the purchase order file and follow up with suppliers regarding long outstanding orders.
- Ensure that the checklist is completed as and when the inventory items are received by the staff member who placed the order.
- Capturing of inventory items on Pastel as per the supplier invoice.

2. Weekly Inventory usages:

- Sending up to date weekly inventory lists to the managers of the various departments. This is to be done on Monday mornings.
- Receiving Inventory usages for the prior week from the platform managers or designate.
- Recording of Inventory usages for the prior week on pastel.
- Ensuring accuracy of usages recorded in terms of Units of Consumption (UoC)

3. Monthly Inventory counts:

- Sending up to date Inventory lists at the end of each month to the managers of the various platforms.
- Reconciling inventory quantities as per the monthly Inventory sheets to the quantities as per pastel.
- Following up of any and all variances between the monthly Inventory sheets as received from the Platform manager/designate and the inventory quantities as per pastel.

4. Inventory Journals:

- Processing ancillary inventory journals with regards to inventory write offs (expired inventory or inventory returned to the client) and inter platform inventory transfers.
- These journals should be authorized by the accountant and senior management prior to being processed.

5. Inventory Reconciliation:

- Performing a monthly reconciliation of inventory per platform detailing the following:
 - Opening Balance
 - Purchases
 - Usages
 - Write offs
 - Inter-Platform transfers
 - Closing Balance
- The balance as per the above reconciliation should agree to the balance as per the Inventory account in the general ledger.

6. Project Reconciliations:

- Accurately record stock usages against all ongoing projects.
- Maintain active reconciliations for all ongoing projects.
- Attend project reconciliation meetings with the Project Portfolio Manager and the platform manager.

7. Additional Duties:

- The incumbent individual will be required to perform additional duties within the finance department as and when required by the accountant or senior management.

Requirements

- A completed 3 year diploma in Cost and Management Accounting with exposure to computerized bookkeeping.
- Prior working experience of the inventory module on Pastel
- Strong organizational and time and management skills
- Discrete and strong work ethics
- Excellent writing and communication skills

About the CPGR

The CPGR is a non-profit company based in Cape Town, South Africa, and based on an initiative by the Department of Science and Technology (DST), and financially supported by the Technology Innovation Agency (TIA), to boost the development of a bio-economy in South Africa. The CPGR combines state-of-the-art information rich genomic and proteomic ('omics') technologies with bio-computational pipelines to create unique solutions in the human health and the agri-biotech sectors. The CPGR has adopted a certified ISO 9001:2008 quality management system and is a BEE Level 2 contributor to economic transformation in South Africa. Information about the CPGR can be obtained at www.cpgr.org.za and www.cpgr.org.za/blogspot