

## Stock Controller Job Ad

REPORTING TO: Operations Manager

DOTTED LINE TO: Finance

LOCATION: Kikuyu (Kenya HQ) | Full Time

JOB GRADE: JG4

### Company Overview

Grounded is a women-run manufacturer of non-toxic cleaning products powered by Kenyan ingredients. Founded in 2017, we manufacture over 50 products to convert homes and businesses to the new clean.

At Grounded, we are committed to fostering an inclusive and diverse workplace where all employees feel valued, respected, and empowered to contribute their unique perspectives. Diversity, equity, and inclusion are fundamental values that drive innovation, creativity, and success.

### Role Overview

The Stock Controller is Grounded's senior inventory authority — the architect of our inventory strategy, the guardian of our system integrity, and the key cross-functional partner who ensures Finance, Production, Procurement, and Sales all operate from a single, trusted source of stock truth.

You aren't just managing records; you are the day-to-day operational lead for inventory. You will own the function end-to-end, mentor junior team members, and translate data into decisions that protect our bottom line. We are looking for an analytically driven, process-obsessed "inventory superstar" who investigates root causes before they escalate and builds systems that prevent recurrence.

Note: This is a hands-on 50/50 position, requiring an equal split between floor-based operations and office-based strategic analysis, reporting, and process design.

### What You'll Do

#### Leadership:

- Own the inventory function end-to-end and set the standards the wider operations team follows.
- Mentor, coach, and provide functional guidance to team members.

- Act as the escalation point for all complex stock discrepancies that junior controllers cannot resolve.
- Translate inventory data into business-level insights and present findings directly to senior leadership.

#### **Inventory Strategy & Optimization:**

- Design and maintain the company-wide inventory model, including reorder points, safety stock levels.
- Assist demand forecasting and stock planning in partnership with Sales and Production.
- Drive measurable improvements in inventory turnover and reduction of slow-moving and obsolete stock.
- Build contingency plans for supply chain disruptions, seasonal surges, and demand shocks.

#### **System Governance & Data Integrity:**

- Serve as system owner for Zoho Inventory, ensuring 100% real-time accuracy across all receipts, transfers, adjustments, and disposals.
- Establish and enforce data entry standards across all stakeholder departments.
- Proactively identify system weaknesses or data gaps and drive corrective action.

#### **Stock Control, Reconciliation and Audit Leadership:**

- Lead daily cycle counts, reviewing outputs from junior team members and escalating discrepancies appropriately.
- Issue and review the daily Stock Report; hold all departments accountable to accurate, timely data.
- Design and lead monthly wall-to-wall stocktakes, including scheduling, team allocation, and post-count reconciliation.
- Lead deep-dive root-cause analyses on all significant variances, producing written findings and implementing corrective actions.

#### **Procurement & Cross-Functional Coordination:**

- Partner with Procurement to track inbound shipments, manage delivery discrepancies, and oversee the Return to Vendor (RTV) process.
- Act as the senior inventory voice in cross-functional meetings with Finance, Sales, and Production.

#### **Compliance, SOP Ownership & Process Governance:**

- Own and maintain all inventory Standard Operating Procedures (SOPs), conducting regular reviews and updating as the business evolves.
- Enforce FIFO/FEFO principles, hazardous material handling protocols, and OHS standards across the warehouse.
- Lead and support internal and external audits related to inventory.

## **Financial Reporting & Business Intelligence:**

- Prepare and distribute the daily Inventory Report by 9:00 AM covering stock levels, movement, valuation, and slow-moving items.
- Produce monthly management reports on stock valuation, turnover rates, and aging inventory — with actionable commentary.
- Support Finance in accurate COGS reporting and period-end inventory valuations.

## **Projects & Continuous Improvement:**

- Contribute to process improvements and system optimization.
- Help leverage use of data to drive continuous improvement in processes and outcomes.
- Participate in change management initiatives as the business evolves.

## **What You'll Need**

### **Qualifications & Experience**

- Bachelor's Degree or Higher Diploma in Accounting, Finance, or Supply Chain or Business Administration (with a Finance focus).
- Professional certification (e.g., CPIM, CSCP) is required.
- 3 – 5 years experience in stock control, with at least 1 year involving process oversight.
- At least 2 years in a senior or process-oversight role.
- Advanced Zoho (or comparable ERP) and Microsoft Excel proficiency.
- Prior experience in FMCG, manufacturing, or high-volume stock environments strongly preferred.

### **Who We're Looking For**

Someone who is:

- Uncompromising in integrity and transparency in managing assets and reporting losses.
- A strategic mind and has operational rigour — comfortable in both the boardroom and the warehouse.
- Analytical and curious: a natural drive to investigate why a discrepancy exists, not just how to fix it.
- Able to influence and hold accountable peers and department heads without formal authority.
- A strong communication skills, with the ability to present complex data to non-technical senior leadership.
- A proactive, self-starting attitude with a bias toward action and continuous improvement.
- Proficient in inventory modelling, analysis, demand forecasting, and safety stock calculation.
- An expert in ERP systems and Microsoft Excel (macros, pivot tables, complex financial formulas).

- Master of paper-trail auditing to investigate and resolve physical-versus-system discrepancies.
- Strong knowledge of OHS standards, warehouse racking safety, FIFO/FEFO, and hazardous material handling.
- Able to design, write, and enforce Standard Operating Procedures independently.

## What Success Looks Like

- A "frictionless" warehouse.
- Zoho is the single, indisputable source of truth — trusted by Finance, Production, Sales, and senior leadership alike.
- The warehouse operates as a data-driven asset: every item is accounted for, every movement is documented, every variance has a resolved root cause.
- Senior leadership views you as a strategic advisor — not just an inventory manager — who prevents financial waste through proactive stock management.
- Junior team members are visibly growing in capability as a result of your coaching.
- The business scales without inventory becoming a bottleneck — processes, systems, and people are ready for growth.

## Why Join Grounded?

- Be part of a mission-driven, growing Kenyan company
- Support a fast growing ecommerce team

## How to Apply

If this sounds like the role you've been building towards, we'd love to hear from you. Submit your CV, a brief cover letter and complete the questionnaire on our [Job Application Link](#).

In all aspects of our operations, from hiring and promotion to training and development, we are committed to creating an environment that promotes fairness, equality, and opportunity for all.

Apply at [www.grounded.co.ke/careers](http://www.grounded.co.ke/careers), or via our [Job Application Link](#).