

ROLE PROFILE: STOCK CONTROLLER

GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Group	DATE	19 February 2026
DEPT / OPERATION	Mbuyelo Mining Contractor	JOB LEVEL	B- Level
LOCATION	Belfast	REF NO	MMC210
DISCIPLINE	Finance		
DEPARTMENT	Finance		
REPORTING STRUCTURE			
REPORTS TO (TITLE)	Accounts Payable Supervisor		
ROLE SUMMARY (PURPOSE)			
The role will administer the accurate recording of stock movement, ensure overall stock control. It also involves investigating and resolving delivery and quality issues, coordinating stock takes, you'll liaise with various departments, manage stock documentation and processes.			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
• Oversee the accurate recording of stock movement and values. • Investigate, resolve, and report on delivery and quality issues. • Coordinate quarterly stock takes, ensuring accuracy and timely completion. • Define and propose stock control procedures to enhance efficiency. • Manage processes in line with agreed Standard Operating Procedures (SOPs). • Handle system entries and prepare reports on stock status. • Document all stock transactions and ensure filing is organized and up to date. • Liaise with other departments regarding stock control matters. • Follow up on stock returns with Creditors Department			
REQUIREMENTS			
QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE	• Grade 12, or relevant NQF Level 4 qualification with Maths/ Maths Literary or Accounting • 1 Year plus stock controller experience • Proven experience in stock control and Inventory • Detail-oriented with the ability to manage multiple tasks and priorities. • Ethical conduct and honesty in handling stock transactions and documentation. • Flexibility and adaptability to meet changing business needs. • Proficiency in MS Office and experience with SAP system (stock management) • Familiarity with invoicing & delivery notes processes, documentation, and compliance standards.		
ADDITIONAL INFORMATION	• Mbuyelo Group shall apply the Employment Equity principles as set out in Company's Employment Equity Policy • Incomplete CV's and/or applications will not be considered. • If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful. • Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying.		
Closing date	The closing date for applications: 27 February 2026		
Contact details	e-mail to: hr.mmc@mbuyelo.com		