



***Agrimark Operations Namibia is an established agricultural service group with 25 branches across Namibia. We provide an array of products and services to a diverse customer base that include agricultural producers, businesses and the general public.***

## **STOCK CONTROLLER – EXPRESSMARK RIVERSIDE**

**Job Grade : B3**

The purpose of the position is to track stock levels and ensure that the supplies are sufficient to meet customers' demands.

### **Key responsibilities include:**

- Forecasting supply and demand to prevent overstocking and running out of stock
- Track orders and address delays
- Completing the required paperwork when ordering and receiving stock
- Comparing items received against items ordered
- Implementing or improving processes and procedures concerning stock management
- Ensure no expired stock in stores and on shelves
- Reducing redundant stock levels
- Eliminating out of stock
- Identify slow-moving stock
- Compiling daily reports and addressing inventory discrepancies
- Maintain records of pricing, purchases, and other relevant information
- Performing random checks and audits
- Ensure the correct packing and unpacking of stock
- Any stock deviations must be handled and reported
- Assist with stock-taking on a daily, weekly, and monthly basis
- Prompt and effective customer service at the first point of contact
- Ad hoc and various tasks in line with the scope and duties of this position

### **Qualifications, Knowledge and Skills Required:**

- A valid grade 12 (with at least 23 points)
- A two-year relevant tertiary education would be an advantage
- At least 2-3 years experience in an agriculture, commerce, wholesale, or retail environment
- Specific knowledge of farming equipment and agricultural products
- Knowledge and understanding of the needs of agricultural producers
- Exposure to - and experience with working on the Agri SMART system would be an advantage
- Good presentation and interpersonal skills
- Proven computer skills with an excellent command of written and spoken English and Afrikaans
- Attention to detail, a reliable and accurate person
- Familiarity with inventory management systems
- Namibian citizenship with a friendly disposition and ability to function well under pressure

***Agrimark Operations Namibia subscribes to the principles of Employment Equity, and therefore, previously disadvantaged people, women and people with disabilities are encouraged to apply.***

**Interested candidates can apply by sending an email: [hradmin@agrimark.com.na](mailto:hradmin@agrimark.com.na)  
Closing date: 23 April 2026.**

***Only shortlisted candidates will be contacted, thus, if you are not contacted within 3 weeks after the closing date, you must accept that your application was unsuccessful.***