

## Position: Stores Supervisor Pretoria Budget: R35 000 basic

Our client within the passenger transport industry is seeking an experienced Stores Supervisor to oversee stock control, procurement support, warehouse operations, inventory management, warranty processes, reporting, and stores staff management within a busy technical and fleet environment.

### Key Responsibilities

- Manage all stock control, inventory, and warehouse operations
- Ensure accurate stock levels, cycle counts, and stock reconciliations
- Control purchasing processes, supplier orders, and deliveries
- Oversee consignment stock, inter-warehouse transfers, and warranty processes
- Ensure proper housekeeping and safe working standards within stores environments
- Manage diesel tank monitoring and fuel control procedures
- Oversee reporting, stock variances, and inventory investigations
- Supervise stores staff, drivers, and warranty administration personnel
- Ensure compliance with procurement policies and operational controls
- Manage stock takes, reporting deadlines, and inventory accuracy
- Coordinate supplier relationships and purchasing activities
- Ensure all system capturing and reporting is accurate and up to date

### Minimum Requirements

- Grade 12
- Relevant qualification advantageous
- Minimum 5–8 years' stock control, warehouse, or stores management experience
- Strong inventory and reporting experience
- Computer literate with strong Excel skills
- Ability to work under pressure and manage multiple deadlines

### Key Skills & Competencies

- Warehouse & Stores Management
- Inventory & Stock Control
- Procurement & Purchasing
- Supplier Management
- Warranty Administration
- Reporting & Data Analysis
- Stock Reconciliations & Cycle Counts
- Health & Safety Compliance
- Staff Supervision & Leadership
- Process Control & Administration
- Strong Excel & Systems Capability
- Planning & Organising
- Ideal Candidate Profile

The ideal candidate will be highly organised, detail-oriented, and capable of managing high-volume stock environments with strong operational control and reporting capability. Strong leadership, inventory management expertise, and the ability to maintain accurate and disciplined warehouse operations will be essential.

### How to Apply

Interested candidates, please send a complete, detailed CV to us via email by no later than 30 May 2026. Please attach to your email all certificates. Send via email to [apply@prospectinc.co.za](mailto:apply@prospectinc.co.za)

Cell: +27 72 539 7857  
[apply@prospectinc.co.za](mailto:apply@prospectinc.co.za)



**Reg: 2024 / 374160 / 07**

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We look forward to receiving your application.

Disclaimer: Due to the high volume of applications received, only shortlisted candidates will be contacted. Should a candidate not hear from us within four (4) weeks following their application, they should consider their application unsuccessful. Strictly fair and non-discriminatory selection procedures will be followed