

ACTOM POWER TRANSFORMERS PRETORIA	SUBJECT	DOCUMENT No. 1
	ACTIVITY PROFILE: Stores Supervisor	REVISION No. 00
		WRITTEN BY: PS
		APPROVED AND DATED: 2026/03/16

1.0 SCOPE

Covers all functions, duties, and responsibilities related to the Stores Supervisor role within the Supply Chain Department.

2.0 PURPOSE

To lead and manage the Stores function by ensuring effective stock control, material availability, accurate inventory records, and efficient stores processes. The role is responsible for supporting production continuity and business operations through the effective management of people, resources, and inventory in line with company policies and procedures.

3.0 POSITION

Stores Team Supervisor

4.0 DEPARTMENT

Supply Chain - Stores

5.0 REPORTS TO THE

Finance Manager

6.0 ORGANOGRAM

As per the approved company organogram

7.0 AUTHORITY

- Allocate and manage daily activities of Stores personnel to ensure effective receiving, storage, issuing, and despatch of materials.
- Approve and control the issuing and movement of stock/materials in accordance with approved procedures, production requirements, and authorised requests.
- Place materials on hold where stock discrepancies, damage, incorrect identification, quality concerns, or non-compliance with stores procedures are identified, pending investigation and resolution.
- Reject or escalate unauthorised stock requests, incomplete documentation, or transactions that do not comply with approved processes.
- Initiate stock investigations relating to variances, losses, discrepancies, and inventory inaccuracies, and implement corrective actions within the Stores function.
- Ensure system transactions (SYSPRO) related to receiving, issuing, transfers, and stock adjustments are accurately completed and supported by appropriate documentation.
- Coordinate and facilitate stock counts, cycle counts, and inventory verification activities.
- Recommend improvements to Stores processes, layout, controls, and inventory management practices.
- Escalate stock availability risks, production material shortages, and operational challenges to the Finance Manager and relevant stakeholders.
- Enforce compliance with Stores procedures, safety requirements, housekeeping standards, and company policies.

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8.0 RESPONSIBILITIES/ACCOUNTABILITIES

- To manage and maintain accurate stock records in SYSPRO and always ensure alignment with physical inventory.
- Oversee receiving, storage, issuing, and despatch of all materials in accordance with company procedures.
- Ensure all stock movements are correctly and timeously processed in the ERP system.
- Maintain proper stock identification, labelling, traceability, and storage standards.
- Investigate and resolve stock discrepancies and system variances in a timely manner.
- Monitor material requirements in alignment with production schedules and operational demands.
- Liaise with Procurement and Production to ensure timely availability of materials.
- Identify potential shortages and escalate material risks timeously to avoid production disruptions.
- Support planning processes by providing accurate stock status and availability information.
- Drive initiatives to reduce excess, obsolete, and slow-moving stock.
- Identify opportunities to improve inventory turnover and reduce carrying costs.
- Support disposal, reallocation, or utilisation of non-moving stock in line with approved processes.
- Analyse stock trends and implement corrective actions to minimise overstocking.
- Plan, coordinate, and execute cycle counts and full stock counts in accordance with company requirements.
- Ensure accurate reconciliation between physical stock and SYSPRO records.
- Investigate and resolve stock variances and implement corrective actions to prevent recurrence.
- Maintain and continuously improve stock accuracy levels within defined targets.
- Ensure compliance with audit requirements related to inventory management.
- Supervise, coach, and manage Stores personnel to ensure efficient and compliant operations.
- Allocate daily tasks and monitor performance of Stores staff.
- Ensure adherence to safety, housekeeping (5S), and company policies within the Stores environment.
- Compile and submit regular reports on stock levels, variances, stock accuracy, and material availability.
- Provide input into operational and management meetings regarding Stores performance and risks.
- Identify process improvements within the Stores function and implement approved changes.

9.0 Qualifications & Experience

- Grade 12/ National Senior Certificate
- A Diploma or Certificate in Supply Chain Management, Logistics, Warehouse Management, or Finance will be advantageous.
- SYSPRO or ERP system training/certification will be advantageous.
- Supervisory or team leadership training will be an added advantage.
- Minimum 4 – 6 years' experience in a Stores, Warehouse, or Inventory Control environment within a manufacturing or industrial setting.
- Minim 2 -3 years' experience in a supervisory role within a Stores or Warehouse environment.

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Authorised by:

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Designation: Human Capital Manager

Designation: Div Chief Operating Officer