

VACANCY

INVENTORY CLERK

🕒 Permanent Contract 📍 Finance

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and commenced trading in November 2025 following the completion of our state-of-the-art abattoir, with an annual slaughter capacity of 50,000 cattle.

As a subsidiary of a holding company listed on the NSX (over-the-counter trading entity).

Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

PRIMARY PURPOSE OF THE POSITION

To receive, record, control, and monitor inventory within the abattoir, ensuring effective stock management, accurate records, proper stock rotation and traceability, and the timely availability of materials and products to support uninterrupted production and dispatch operations while maintaining compliance with food safety, hygiene, and occupational health and safety requirements.

KEY DUTIES AND RESPONSIBILITIES

- Receive, inspect, and record incoming stock, materials, and supplies.
- Scan stock into and out of different storage locations and manage batch allocations accurately.
- Monitor inventory levels and maintain accurate stock records using inventory management systems.
- Control stock rotation and ensure strict adherence to the First In, First Out (FIFO) inventory management system.
- Participate in regular stock takes and reconcile physical inventory with inventory records.
- Prepare stock reports and investigate inventory discrepancies.
- Coordinate with production, dispatch, and warehouse teams to ensure stock availability.
- Ensure proper storage, labelling (pelletizing), and traceability of meat products and other inventory.
- Monitor stock movements, identify shortages, damaged goods, or variances and report issues to management.
- Maintain compliance with food safety, hygiene, and occupational health and safety standards.
- Assist with internal and external inventory audits and maintain accurate inventory documentation.
- Ad Hoc task if / when required by management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Certificate in Business Administration, Accounting, Procurement, Logistics, Supply Chain Management, and / or related field.
- 2 years' experience within the FMCG industry, including at least 1 years experience in an administrative environment.
- Experience with inventory and stock management will be advantageous.
- Namibian citizen.
- Proficient in English, being bilingual will be advantageous.
- Able and willing to work shifts, weekends, overtime and public holidays.
- **Required Skills and Knowledge:**
 - Knowledge of stock control procedures, batch management, and First In, First Out (FIFO) principles.
 - Knowledge of food safety, hygiene, and occupational health and safety regulations.
 - Strong numerical, organizational, and record-keeping skills.
 - Good communication and interpersonal skills
 - Computer literate with basic Microsoft Excel skills.
 - Ability to use inventory management systems
 - Ability to work efficiently and accurately under pressure in a fast-paced environment.



APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Submit a cover letter, providing a detailed motivation for your application, with an updated, Curriculum Vitae to the HR department. Mail your completed application to: HR@SBO.NA

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: INVENTORY CLERK

No late applications will be accepted.

Only short-listed candidates will be contacted, and no documents will be returned to applicants.

CLOSING DATE FOR APPLICATIONS:

27 AUGUST 2026