



VACANCY

Position: Stock Supervisor

Reporting to: Stock Manager

Location: Walvis Bay

About Access World

Access World is a global commodity warehousing and logistics business. We specialize in handling, storage, and processing of commodities including non-ferrous and ferrous metals, ferroalloys, project cargo, oil & gas, and agricultural products. We are also an approved warehouse keeper for the London Metal Exchange, providing storage and logistics services to traders, producers, financiers, and consumers of base metals.

Purpose of the Position

The Stock Supervisor is responsible for supervising daily stock operations on the ground to ensure efficient handling, accurate stock movement, and proper recording of inventory. This role plays a key part in supporting stock control, maintaining compliance with company procedures, and assisting the Stock Manager in meeting operational targets.

The Stock Supervisor works closely with warehouse teams, admin staff, and external service providers to ensure the correct flow and documentation of goods in line with internal controls and client expectations.

Key Responsibilities

- **Supervision of Stock Movements**

Monitor and coordinate daily stock movement activities (inbound, outbound, and in-transit) to ensure accuracy and efficiency.

- **Team Coordination**

Supervise and guide stock controllers and general warehouse staff to ensure work is completed according to company procedures and deadlines.

- **Stock Control Support**

Assist in stock counts, identify discrepancies, and report variances to the Stock Manager. Ensure stock is correctly labelled, stored, and recorded.

- **System Updates & Record-Keeping**

Accurately capture stock transactions into relevant systems (e.g., Oracle) and maintain up-to-date records and documentation.

- **Compliance with Procedures**

Ensure team members follow SOPs, health and safety guidelines, and any client-specific handling requirements.

- **Problem Solving & Escalation**

Address basic stock-related issues on-site and escalate complex problems to the Stock Manager promptly.

- **Reporting Assistance**

Assist with preparing routine stock reports for internal use or client submission as required.

- **Operational Support**

Work alongside warehouse and logistics teams to ensure stock operations run smoothly and meet delivery schedules.

Required Characteristics

- Reliable and accountable with strong attention to detail
 - Able to lead a small team and delegate tasks effectively
 - Positive and proactive attitude
 - Works well under pressure and in a fast-paced environment
 - Organised and methodical approach to work
 - Good communication and interpersonal skills
 - Willing to take initiative and learn new systems and processes
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Qualifications & Experience

- Diploma or certificate in Admin, Accounting or Logistics, supply chain, or a related field (advantageous)
- Minimum 5 years experience in logistics and supply chain management environment
- experience in warehousing and/or the administration of stock control
- Previous supervisory experience is an advantage
- Familiar with stock/inventory systems (Oracle or similar preferred)
- Intermediate and/or Advance Excel skills
- Knowledge of stock handling procedures
- Ability to coordinate and motivate a small team
- Ability to communicate well with customers

Ready to Apply?

Submit your application via www.jobopportunities.net

Include:

- A detailed cover letter
- Your updated CV
- Copies of relevant qualifications

Closing Date: 19 October 2025

For assistance with the portal, contact the Tara Nawa team at +264 (0)64 402403.