



VACANCY: STOCK CONTROLLER

Gecko Lodges (Pty) Ltd, trading as Okutala Etosha Lodge a proud subsidiary of Gecko Namibia Holdings (Pty) Ltd, is a 100% Namibian-owned company and an equal opportunity employer. We offer competitive remuneration packages relative to the successful candidate's skills level and experience. We invite suitably qualified and committed candidates to apply for the above position based at Okutala Etosha Lodge.

Type of Employment: Permanent
Location: Okutala Etosha Lodge
Reporting to: Lodge Manager

JOB OVERVIEW:

The Stock Controller is responsible for monitoring, managing, and maintaining accurate inventory levels within the lodge. This role ensures that stock is received, stored, tracked, and dispatched efficiently to support smooth lodge operations and minimize losses.

MINIMUM REQUIREMENTS:

- National Diploma or equivalent qualification (NQF Level 6)
- Diploma in a related field (e.g., Information Management, Business, Logistics, Supply Chain) advantageous
- 1–2 years' experience in inventory control or data entry positions
- Advanced knowledge of MS Word, Excel, and Outlook
- Valid Code 08 driver's license
- Police Clearance Certificate
- Excellent verbal and written communication skills in English and Afrikaans
- Namibian Citizen

CRITICAL COMPETENCIES:

- Strong organisational and time management skills
- High levels of accuracy and attention to detail
- Ability to handle confidential information
- Good interpersonal and communication skills
- Ability to work under pressure and meet strict deadlines
- Collaborative mindset and problem-solving ability

MAIN FUNCTIONS OF THE POSITION:

- Creditors: processing invoices, reconciliations, payments, queries
- Debtors: invoicing, monthly statements, queries
- Bank reconciliations and cashbook processing
- General ledger reconciliations
- Provide support to finance team.
- Perform other duties as assigned or required.

To apply for this vacancy please visit www.jobopportunities.net. Applications for the above position will only be accepted via the recruitment portal, www.jobopportunities.net.

Applications received that do not meet the criteria will not be considered.

Only shortlisted candidates will be contacted.

Closing date for applications is Sunday, 07 December 2025