

Vacancy at N/a'an Ku Sê Wildlife Experience – Harnas Wildlife Sanctuary and Guest Farm

An exciting and challenging opportunity is available for a **Temporary Stock Controller and Admin** to join our team.

Location: Farm No. 418, approximately 120 km north-east of Gobabis, Namibia.

Closing date: 22 May 2026

POSITION OVERVIEW

The Temporary Stock Controller & Admin will be responsible for managing stock control processes, handling orders and GRVs, and providing essential administrative, basic finance, and logistics support. The role ensures accurate stock levels, proper documentation, and smooth operational coordination across departments.

KEY RESPONSIBILITIES

- Process and manage purchase orders accurately and timeously
- Capture, reconcile and file GRVs (Goods Received Vouchers) against supplier invoices
- Maintain accurate stock records and conduct regular stock counts and reconciliations
- Monitor stock levels and report shortages or discrepancies immediately
- Provide general administrative support, including filing, data capturing, and record keeping
- Assist with basic financial tasks such as invoicing, expense tracking, and document preparation
- Coordinate logistics, including arranging deliveries, collections, and internal transfers
- Liaise with suppliers, transporters, and internal departments to ensure smooth operations
- Ensure all documentation is accurate, complete, and properly filed
- Support overall operational efficiency across stock, administration, finance, and logistics

QUALIFICATIONS AND REQUIREMENTS

- Grade 12
- Computer literacy (essential)
- Minimum of 2 years' experience in stock control and/or administrative roles
- Experience within hospitality, lodges, or similar operational environments will be an advantage
- Basic accounting or bookkeeping qualification will be an added advantage
- Training or certification in inventory or stock control systems is beneficial

SKILLS AND COMPETENCIES

Technical Skills

- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Experience with stock control and inventory management systems
- Understanding of ordering processes and GRVs
- Basic financial knowledge, including invoicing, reconciliations, and expense tracking
- Strong data capturing and record-keeping abilities
- Familiarity with logistics coordination and supply chain processes

Soft Skills

- Strong attention to detail and accuracy
- Excellent organisational and time management skills
- Effective communication and interpersonal skills
- Ability to multitask and work under pressure
- Problem-solving and analytical thinking
- Reliable, responsible, and trustworthy
- Ability to work independently and as part of a team

APPLICATION PROCESS

Applications must be submitted via our online portal.

[Vacancy at N/a'an ku sê Wildlife Experience - Temporary Stock Controller and Admin – Fill out form](#)



N/a'an ku sê is eco-friendly and paperless: Hand-delivered CVs will not be accepted
Only short-listed candidates will be contacted.