

# Job Description: Stock & Revenue Control Officer (Distributor Location)

**Job Title:** Stock & Revenue Control Officer

**Location:** Distributor Location (Nationwide Deployment)

**Salary Range:** ₦250,000 – ₦300,000 (depending on experience)

**Employment Type:** Full-Time, On-site (Different locations pan Nigeria)

**Hiring Company:** Skillset Limited (staff will be seconded to the Client and deployed to Client Distributor location).

---

## Job Summary

The Stock & Revenue Control Officer is responsible for efficiently managing stock bill-out, issuing stock to the sales team, reconciling all stock movements, and ensuring timely and accurate reconciliation and reporting. The role ensures that all inventory and financial controls at the distributor location comply with Clients' standards, while also providing daily visibility to Clients on stock levels, movements, and remittances.

---

## Key Responsibilities

### 1. Stock Management & Issuance

- Manage all stock bill-outs at the distributor location in line with approved processes.
- Issue stock to sales representatives, wholesalers, and retailers based on validated requests.
- Conduct daily physical stock counts and reconcile with system balances.
- Identify stock variances and report discrepancies immediately.

### 2. Revenue Collection & Remittance

- Reconcile cash or transfer payments from all stock issued.
- Ensure accurate documentation of all transactions, receipts, and remittances.
- Maintain proper proof of payment for revenue collection.

### 3. Reporting & Reconciliation

- Prepare and share **Daily Sales Reconciliation Reports** with Clients and the distributor.
- Submit daily inventory and stock movement reports.
- Support weekly and monthly audits by providing required records and insights.
- Maintain complete documentation of stock issuance, payments, and reconciliations.

### 4. Compliance & Controls

- Ensure adherence to Clients' stock, financial, and operational SOPs.
- Enforce proper controls on stock handling, documentation, and cash management.
- Prevent stock losses through proper verification, counting, and reconciliation.

### 5. Stakeholder Management

- Work closely with the Distributor Manager, Clients Sales Team, and Finance Team.
- Provide real-time updates on stock availability, shortages, or operational issues.
- Support sales team efficiency by ensuring timely stock issuance.

---

## Qualifications & Requirements

- Minimum of **1–2 years'** experience in inventory management, storekeeping, cash handling, or sales operations.
  - Strong numerical accuracy and attention to detail.
  - Proficiency in MS Excel and basic reporting tools.
  - Integrity, reliability, and strong accountability mindset.
  - Ability to maintain discipline and uphold standard with work colleagues and meet daily deadlines.
  - Good communication and interpersonal skills.
- 

## Key Competencies

- Stock management
- Cash handling & reconciliation
- Accuracy and analytical skills
- Reporting discipline
- Integrity and financial accountability
- Knowledge of distributor operations (an advantage)

State	Cities / Localities Identified
Abia	Aba, Umuahia
Adamawa	Yola, Mubi
Akwa Ibom	Uyo, Ikot Ekpene
Anambra	Onitsha, Awka
Bauchi	Bauchi
Bayelsa	Yenagoa
Benue	Makurdi, Otukpo, Gboko
Borno	Maiduguri
Cross River	Calabar
Delta	Warri, Agbor, Sapele, Asaba
Ebonyi	Abakaliki
Edo	Benin City, Auchi
Ekiti	Ado Ekiti, Ikole Ekiti, Omuo-Oke
Enugu	Enugu
FCT	Abuja, Kubwa, Lugbe, Gwagwalada, Kuje, Wuse, Karu, Mpape, Dutse, Garki, Jabi, Abaji, Dei-Dei
Gombe	Gombe
Imo	Owerri
Jigawa	Dutse
Kaduna	Kaduna, Zaria
Kano	Kano
Katsina	Katsina
Kogi	Lokoja, Kabba, Idah

Kwara	Ilorin, Offa
Lagos	Badagry, Aradagun, Gbagada, Igando, Ikota, Ikeja, Ajah, Ojodu Berger, Ikorodu, Abule-Egba, Okokomaiko, Lekki, Apapa, Ajao Estate, Ibeju-Lekki
Nasarawa	Lafia, Keffi, Mararaba, Akwanga
Niger	Minna, Suleja, Bida, Kontagora, New Bussa, Lapai
Ogun	Abeokuta, Ijebu Ode, Sagamu, Sango, Ota, Owode-Yewa, Ifo, Idiroko, Akute, Ijoko, Magboro, Sango-Ojuore, Abeokuta-Ibara
Ondo	Akure, Ondo, Ikare, Ore
Osun	Ile-Ife, Atiba, Osogbo, Ede, Ilesha
Oyo	Ibadan, Apata, Ogbomosho, Oyo
Plateau	Jos
Rivers	Port Harcourt, Elelenwon
Sokoto	Sokoto
Taraba	Jalingo
Zamfara	Gusau