



# PELAGOS

## Job Title: F&B Administrator

### Position Summary

We are looking for a detail-oriented and highly organized **F&B Administrator** to oversee the back-of-house financial and stock operations. The successful candidate will be the custodian of our inventory, ensuring that all stock movements are recorded accurately in the **Pilot POS backend**. **Applications without references will not be considered.**

### Key Responsibilities

- Maintain the master database in Pilot, including recipe costing, menu item updates, and price adjustments.
- Process all supplier invoices into the system immediately upon delivery. Ensure that quantities and unit prices match the Purchase Orders.
- Coordinate weekly and monthly stock takes. Investigate and report on significant variances between "theoretical" and "actual" stock levels.
- Manage supplier relationships and place stock orders based on par levels and upcoming event requirements to ensure zero stock-outs.
- Record and monitor all stock movements between the store and various departments.
- Verify and handle daily departmental cash-ups. Investigate any overs/shorts.
- Compile and send comprehensive weekly reports to the GM covering usage reports, waste logs, cost-of-sales analysis, stock movements and cash-up reconciliations.
- Prepare data for the monthly accounting cycle.

### Mandatory Requirements

- Extensive experience in the Pilot Backend (Office/Admin module).
- Must provide at least two contactable professional references from previous employers (specifically regarding stock/admin roles).
- Experience: Minimum 2–3 years in an F&B Admin or Stock Controller role within the hospitality industry.

### Soft Skills & Physical Demands

- An obsession with detail—ensuring every cent and gram is accounted for.
- Strong Excel skills (for manual stock sheets and data analysis) alongside Pilot.
- High level of honesty and transparency, as you will be managing high-value inventory.
- Ability to meet strict deadlines for month-end closures and reporting.
- Experience using Xero Accounting is a **significant advantage**.

**PELAGOS (PTY) LTD**  
REG NO : 2026/037499/07

Director: RD Roos