

Job Description – Inventory Controller

Position Title: Inventory Controller

Incumbent:

Responsible to: Company Accountant

Date: January 2017

Purpose of role:

To ensure that inventory processes are carried out in a timely manner and that inventory information in the accounting system is 100% accurate.

Key stakeholders:

- Customers of the company in NZ and Australia including various retail stores
- Business Managers / Managing Directors of said businesses

Key Responsibilities

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| Inventory / Stock Control |
| <ul style="list-style-type: none">• Create purchase orders for forward ordered stock on required date• Create purchase orders for back up stock• Complete PI order form• Create shipments• Receipt shipments• Maintain online stock list• Reconcile inventory ledger to stock takes• Maintain inventory records |
| Team work |
| <ul style="list-style-type: none">• Work with admin team to resolve stock discrepancies• Work with business managers to ensure min / max system is maintained• Notify sales team of shipment delays |
| Additional Duties |
| <ul style="list-style-type: none">• Any other duties reasonably requested by your manager |

Key Performance Indicators

- All PO's for forward ordered stock are completed on the due date
- All PI order forms are completed with 100% accuracy
- All shipments are created within 48 hours of serial number information becoming available
- All shipments are receipted within 48 hours of documentation becoming available
- Stock list is accurate 100% at all times
- EMS inventory is 100% accurate at all times

Required Skills

- At least 1-2 years' experience in an inventory control position
- Strong written and verbal communication skills
- Excellent time management skills and the ability to balance multiple deadlines
- Sound understanding and commitment to excellent inventory controls
- The ability to influence others to provide information and to make things happen
- Experience in using a large computerised inventory control system
- Experience in using a large database system
- Knowledge of Australian business practices would be advantageous