



CAREER OPPORTUNITY / INTERNAL VACANCY

Job Title	: Senior Inventory Controller
Division	: Supply Chain
Department	: Logistics
Employment Type	: Permanent Monthly paid position
PURPOSE OF THIS POSITION	
<p>The senior inventory controller handles tasks that are related to inventory in a warehouse setting for an organization. This role includes maintaining inventory levels, compiling monthly inventory reports, recording and labelling inventory items to be used in the future, and maintaining accurate records. The incumbent will be expected to communicate with departmental managers to make sure items are replenished and maintain proper levels. The incumbent may also need to perform some physical tasks, such as moving and lifting materials, occasionally. This person will oversee the flow of inventory in and out of the warehouse, which covers a variety of tasks, such as ordering, delivery, loading, shipment, maintenance and storage.</p> <p>Supervisory Activities:</p> <ul style="list-style-type: none"> • Conducting stock takes on a monthly basis to ensure validity of physical stock. • Implements and manages daily cycle counts • Responsible for a disciplined workforce / resolving conflict in an amicable manner and in accord with the company policies and procedures. • Promoting the company values and instilling motivation. <p>Daily Tasks:</p> <ul style="list-style-type: none"> • Maintains and manages inventory of materials and stocked products, which include stock locations and profiles. Using a mainframe computer, he accounts for receipts of new items, returns, back-orders and associated issues, and inputs essential data on all the handled materials, while adhering to strict accounting and auditing procedures. 	





- Controls perpetual inventory stock counting and accuracy checks, processes and approves payment invoices, and investigates discrepancies and shortages to minimize overstocks and remove redundant and obsolete raw materials.
- Ensures that the inward goods and stock control department is properly controlled and organized for sufficient production support and for the achievement of corporate goals.
- Based on suggested and computer-monitored order listings, he performs regular cycle counts of inventory materials and assists in conducting yearly physical inventory counts.
- Ensures inward products are received and managed according to the company's standard procedure, so materials will be readily available for production or whenever needed.
- Organizes and maintains the inventory floor area to ensure efficient material storage and handling. He also maintains labelling systems on the stock items.
- Makes sure that any late materials or those that hold up production for a certain reason are followed up until they are received. Also, he sees to it that sub-contract processes are received back and ensures no late deliveries in the future with suppliers.
- Provides routine management data regarding inventory performance, which involves evaluating and monitoring usage and cost of materials, consumables and scrap.
- Creates and maintains accurate written procedures for the primary inventory control functions and processes, ensuring accuracy and integrity of the stock management system implemented.
- Implements improvement systems and processes to reduce inventory setbacks, while minimizing costs and maximizing working capital. He also ensures that work orders are fully and properly completed and that all stocks have been correctly allocated to corresponding jobs.
- Creates daily reports to control the key critical areas of the stock system and address any discrepancy. This task involves managing control measures to make sure inaccuracies and errors are highlighted and resolved.

EDUCATIONAL REQUIREMENTS

- 3 to 5 years related working experience in a Warehouse environment
- Minimum Qualification: Degree or Diploma in Supply Chain/Logistics or related
- A Supply Chain, Logistics or SAPICS qualification is advantageous



REQUIREMENTS – KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of warehouse principles, activities and functions (inbound and outbound).
- Basic understanding of Health and Safety regulatory requirements.
- Computer literacy: MS Office.
- Language ability: Must be able to converse, read and write fluently in English.
- Attention to detail is imperative.
- Sage experience and understanding will be beneficial.
- Ability to work independently.
- Must take pride in his/her work.
- Willing to work overtime as and when required.
- Willing to work shifts.
- Resilience to work under pressure

ADDITIONAL INFORMATION

- It is a condition of employment that the Production Controller be able to work shifts/overtime when and/or if required. The Production Controller may also be required to do work not related to his/her job description and may also be required to work off site.
- Willingness to travel to Garankuwa daily

APPLICATION FOR THIS POSITION

- Your **CV** must please be submitted **to Sharon Winter** via e-mail: swinter@upap.co.za
- Open for all candidates who meet the minimum criteria.