



CAREER OPPORTUNITY

JOB TITLE	Inventory Controller
COMPANY	UPP
DEPARTMENT	Raw Materials
PURPOSE OF THIS POSITION	
<p>The Inventory Controller manages all tasks related to inventory & MHE (Material Handling Equipment) within the UPP Raw Material warehousing system – receiving, internal movement, inter-site shipments, damages, counts, queries & investigations.</p>	
JOB TASKS AND RESPONSIBILITIES	
<p>Supervisory Skills</p> <ul style="list-style-type: none"> - Management of inventory in UPP Raws warehouses and production WIP areas (Warehouse 1 – 3 and all 9 machine WIPs) - Work with the RM Warehouse Supervisor to implement effective and robust inventory processes and procedures to ensure a high level of stock / inventory integrity and accuracy. - Maintain accurate written policies & procedures. - Manage, maintain, and control the movement and stock levels of all MHE (internally and externally). - Management of stock counts (cycle and full). - Promoting the company values and instilling motivation. <p>Specific RAWS Warehouse Activities</p> <ul style="list-style-type: none"> - Make certain that all Raw Materials in Production WIP areas have been reconciled and tracked timeously. - Ensure that all stock related transactions on SAGE are done in real-time. - Keeping the Management team and relevant stakeholders informed of existing and potential stock issues. - Conducting regular stock counts (cycle & full) and investigating all stock variances. 	



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- Liaises, on an ongoing basis, with production department and planning department regarding stock requirements for specific jobs.
- Report excess consumption or misuse of raw materials reflected by the inventory control systems and shop floor inspections.
- Identifying and reporting on slow and non-moving stock items.
- Ensure that the policies & procedures related to management of raw materials are maintained and followed.
- General filing and administration.
- Communication with internal stakeholders as and when needed to ensure proper flow of information and services.
- Carrying out any other ad hoc duties as may be imposed by management and assisting in other departments where necessary.

Safety & Housekeeping

- Responsible for good housekeeping and a safe working environment in the UPP Raw materials areas.
- Ensure compliance in terms of the OHSA

EDUCATIONAL REQUIREMENTS

- Minimum Qualification: Grade 12.
- A Supply Chain, Logistics or SAPICS qualification is advantageous.
- A valid Forklift license.

REQUIREMENTS - EXPERIENCE

- 3 to 5 years related working experience in a warehouse and manufacturing environment.
- Have a working knowledge of a WMS & ERP system.
- Must have advanced computer skills and ability to understand computer systems quickly.
- Affluent in MS Office applications (Excel & Word etc.).
- Must be a systematic person with strong analytical abilities.
- Extensive product knowledge is vital.
- Must have good communication skills and be proficient in English.



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APPLICATION FOR THIS POSITION

- Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za
- **Applications for all who meet the minimum requirements.**