

JOB TITLE	Inventory Controller
COMPANY	Universal Paper
DEPARTMENT	Raw Materials
PURPOSE OF THIS POSITION	
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.	
JOB TASKS & RESPONSIBILITIES	
<div> <div> Warehousing Activities <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. – Liaise 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. – Identify and report on slow and non-moving stock items. – Ensure 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. </div> <div> Safety and Housekeeping <ul style="list-style-type: none"> – Responsible for good housekeeping and a safe working environment in the UPP Raw materials areas. – Ensure compliance in terms of the OHSA </div> <div> Supervisory Skills <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. </div> </div>	
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
<ul style="list-style-type: none"> – Have a working knowledge of a WMS & ERP system. – Must have advanced computer skills and an ability to understand computer systems quickly. – Fluent in MS Office applications (Excel & Word etc.) – Must be a systematic person with strong analytical abilities. 	
MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"> 3 to 5 years related working experience in a Warehouse and manufacturing environment. Minimum Qualification: Grade 12. A Supply Chain, Logistics or SAPICS qualification is advantageous. A valid forklift license 	<ul style="list-style-type: none"> - Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za - Proof of qualifications must accompany the application. - <i>Please consider your application unsuccessful if you have not heard from us within two weeks.</i>