

JOB TITLE	Maintenance Stores Inventory Controller
COMPANY	UPP
DEPARTMENT	Maintenance

PURPOSE OF THIS POSITION

To ensure the efficient control, accuracy, and availability of engineering spare parts, consumables, tools, and maintenance inventory required to support plant reliability and maintenance activities. The Engineering Stores Inventory Controller is responsible for maintaining inventory accuracy, optimizing stock levels, preventing stock losses, and ensuring compliance with company procedures.

JOB TASKS & RESPONSIBILITIES

Productivity

- Ensure accurate receipt, storage, issuing, and recording of spare parts and materials.
- Perform daily inventory transactions including good receipts (GRNs), Goods issues, stock transfers, stock adjustments & returns to stores.
- Receive and inspect engineering spare parts and consumables.
- Verify deliveries against purchase orders and delivery notes.
- Issue parts against approved work orders.
- Assist maintenance technicians in locating parts
- Ensure proper housekeeping and organization of the engineering stores
- Maintain minimum & maximum stock levels.
- Maintain accurate bin locations for all stock items
- Conduct regular stock counts and cycle counts.
- Send daily maintenance goods receipt report.
- Coordinate with maintenance planners and technicians regarding spare parts requirements.
- Support shutdown planning by ensuring required materials are available.
- Minimize stock losses, wastage, and overstocking.
- Liaise with Procurement regarding reorder requirements, supplier delivery discrepancies & emergency purchases.
- Assist in identifying alternative suppliers or substitute parts where necessary

Quality

- To ensure that all consumables & spares are received in good condition without quality defects.
- Keep a record & track consumables that may have expiry dates & ensure they are utilised in time.
- Keep track record of cycle counts & stock counts for auditing purposes.

Safety

- To comply in all respects with government legislation.
- To actively participate in the operations safety programme.
- To stay abreast of all relevant legislation.
- To ensure a zero-injury rate is achieved in stores.
- To identify and report potential risks or issues concerning machines, equipment or personnel that could lead to financial or operational damage.
- Maintain safe storage of chemicals, lubricants, and hazardous materials
- Maintain good housekeeping and proper storage practices.
- Ensure hazardous materials are stored correctly.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
– Inventory management systems/ERP knowledge (e.g. Shopware, SAGE) – Understanding of maintenance spare parts and engineering materials. – Stock control and reporting skills. – Sound computer literacy.	– Be able to work well under stress and high pressure. – Ability to take responsibility and accountability. – Ability to work independently. – Knows how to drive a forklift.
MINIMUM REQUIREMENTS	APPLICATION
1. Understands the function of the engineering stores. 2. Knowledge of mechanical & electrical components is required. 3. 1 to 2 years related working experience in an engineering stores or manufacturing environment. 4. Minimum Qualification: Grade 12. 5. A Inventory management / Supply Chain /Logistics /engineering qualification is advantageous.	- Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za - Proof of qualifications must accompany the application.