

Position Classification: Operational/Technical/Experienced

Responsible for:

Perform critical inventory tasks and maintain updated and accurate records including monitoring and recording the inflow and outflow of product through the organisation.

Ensure all inventory integrity is maintained in accordance with the company guidelines.

Leadership/Business influence: Minimal supervision, working independently/proficiently.

Reports to: Inventory and Process Manager

Supervises: N/A

Internal contacts: Warehouse and Distribution Function, Planning, Production and Quality Assurance Departments, State Branch Staff, Cellar Door Staff

External contacts: Key Customers & Suppliers

Main Functions and Activities

Inventory Control

- Perform counts and ensure all inventory is accounted for and reported according to company policy
- Assess for adequate inventory levels to meet short term customer demand
- Investigate and correct discrepancies in reported quantities and locations of all inventory
- Assess inventory demand on a daily or weekly basis to identify trends
- Manage cycle counts of product inventories on a regular basis
- Check date-sensitive products for expiration and facilitate removal or transfer of product as needed
- Monitor high end products requiring specific storage conditions

- Forklift Duties as required

Customer Service

- Monitor delivery availability, production schedule and customer orders
- Place and receive orders in a timely and accurate manner
- Coordinate communication between customer service and logistics departments

Business Improvement

- Support continuous improvement initiatives and identify inefficiencies and cost optimisation opportunities
- Train other employees in asset inventory management
- Establish trusted relationships with suppliers to ensure quality service and cost effective deals

WH&S

- Ensure compliance with all WH&S policies and procedures.
- Wear Personal Protective Equipment as specified.
- Report all accidents, near misses and unsafe work practices/hazards to your supervisor.
- Work in a manner which is conducive to WH&S.

Essential Capabilities and Experience

- Enterprise Resource Planning (ERP) system experience required
- Demonstrated ability to quickly adapt to changing conditions and solve problems immediately
- Ability to work autonomously and well under pressure
- Possesses effective written, verbal communication skills; displays reading comprehension skills
- Proven capacity to work well with others and maintain organisation between cross-functional departments
- Ability to analyse and interpret technical and complex data



Desirable Capabilities and Experience

- Prior experience of working in logistics/supply chain function with a comprehensive knowledge of logistics processes and procedures

Incumbent Name: _____

Signature: _____

Date: _____

Managers Name: _____

Signature: _____

Date: _____