
Position Description

Vacancy Title: **Inventory Manager**

Location: **Walu Bay - Suva**

Reports To: **General Manager (v 1.00)**

Objective

The Inventory Manager is responsible for leading a team of stores officers/stock controllers overseeing the inventory levels of businesses ensuring stock is received, recorded, stored and dispatched accurately. The position reports to the General Manager, Iceman Fiji Pte Limited.

Outcomes

Organisational Stakeholders

1. Inventory Planning and Management

- Stock Inventory managed as per defined procedures ensuring accuracy
 - Maintain accurate inventory records both manual and data entry in the system
 - inventory tracking - record deliveries, shipments and stock levels.
 - Define inventory KPIs and track them regularly
 - Coordinate and process internal stock transfers
 - Plan, implement and manage procedures to optimize inventory control
 - Plan and coordinate stores layout and storage for easier retrieval and minimizing damage
 - Daily product and supply levels analyzed to anticipate inventory problems and shortages.es.
 - strategies to reduce costs and improve procedures of supply chain and stores
 - Stocktake, regular inventory audits and reconciliations carried out and variances reported
 - Implement and monitor risk management procedures for the stores
 - Responsible for safekeep of stocks avoiding misuse, theft and fraud
 - Internal controls
 - Accurate documentation and system records maintained
 - Monitor and control access to inventory and stores
 - Compliance with operational procedures
-

2. Purchasing and Replenishment

- Stock levels monitored, orders placed to replenish stocks as needed.
 - Forecast of supply and demand carried out to prevent overstocking and running out-of-stock (OOS)
 - Monitor demand and analyzes data to anticipate future supply and logistical needs.
 - Regular coordination with operations and finance
 - Identify shortages and act in a timely manner
 - Cost effective purchasing solutions provided
 - Dealing with local and overseas suppliers regarding orders, track shipments and, as well as resolving delays
 - Shipment records maintained and updated, as well as purchases and pricing reports
 - Supplier evaluation and vendor management
 - Business relationships with suppliers and clients developed for benefit of business
 - Build and maintain strong relationships with suppliers
 - Negotiate better deals with suppliers
-

3. Team Management

- Develop, monitor and implement procedures to improve the efficiency of the team's work and to better meet the business needs
 - Delegation and supervision of stores staff
 - Prepare work plans (annual, monthly and weekly basis) for department staff
 - Provide guidance
 - Manage recruitment, performance and training of new inventory employees.
 - Contribute to team effort by accomplishing related results as needed.
 - Cooperation within the team and greater function / department
 - Cooperation across functions / departments
 - Work collaboratively to achieve the set targets and goals
-

4. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
 - Monitor and encourage team members to uphold image and value standards
 - Uphold and demonstrate the organisation's image and values
-

5. Well Informed Management.

- Monthly and quarterly inventory report prepared and submitted to management and finance department on a timely and accurate basis
 - Reports on inventory levels, supply chain progress, procedural efficiency and personnel issues
 - reports on inventory operations, stock levels and adjustments.
 - Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed and in a timely manner
 - Suggest solutions for continuous improvements
-

6. Safe work environment ensured and promoted at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members on an on-going basis
 - Occupational Health & Safety systems promoted for zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
 - Workplace hazards eliminated at all times
 - Assist in the identification, reporting and elimination of work place hazards on an on-going basis
-

7. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies, equipment and people.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Business and Management	Business, logistics, supply chain management or similar
Desirable		
Degree	Business Administration	Business Management, logistics, supply chain

Work Knowledge and Experience

- Minimum four years of work experience in a similar capacity in stock, supply chain and inventory management.
- Experience and solid knowledge of data analysis, inventory management and forecasting techniques.
- An analytical mind with strong attention to detail.
- Outstanding organizational, negotiation and problem-solving skills.
- Excellent communication and leadership abilities.

Requirements

Language Proficiency

- Good Command of English

Other Required Requirements

Position KPI's

1. Inventory Accuracy (inventory records match your actual inventory levels) = $(\text{Counted Units} / \text{Units on Record}) \times 100$
2. Accuracy of Forecast Demand = $[(\text{actual} - \text{forecast}) / \text{actual}] \times 100$

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Operations Team	
	Project Manager	
	Stock Clerk	
	All employees	
External		
	Suppliers	
	Contractors	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Online

Contact for Enquiries

Contact Name: Sheemal Shivanjini

Contact Email: sheemal.shivanjini@cjpatel.com.fj

Further Contact Information: --

Closing Date: 30 Jun 2023