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## Position Description

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Vacancy Title: **Inventory Controller**

Location: **Suva**

Reports To: **Supply Chain Manager (v 1.00)**

### Objective

The Stock Controller is responsible for maintaining optimal levels of stock at all times through efficient and effective stock management at Fiji Dairy Pte Limited. This position reports to the Supply Chain Manager, Fiji Dairy Pte Limited.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Inventory management

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- Effective management of stock and availability of raw-materials and production materials used in the manufacturing process ensured at all times.
    - Stock transfers to production captured in the system accurately
    - System transfers from containers to main warehouse and raw material warehouse is accurate and timely
  - Receipt of material, including verification of quantity received, completion of visual inspection, and initiation of a material receipt docket (GRR) either it be container loads (FCL) or loose carrier load (LCL) ensured on a timely and accurate manner
  - Raw material stocks monitored and purchase order requisitions (POR) for low stocks processed in a timely manner for replenishment
    - ensuring no under order and or overstock materials
  - Materials for dispatch and or storage prepared and materials/stock issued to respective departments, under proper authorization
  - Material movement related records updated and maintained accurately ensuring system and physical records reconcile.
  - Compliance to safety procedures ensured when loading and unloading hazardous material.
  - Planning and supervision of contractors for unloading of imported containers reefer or dry in a timely manner
  - Goods stored in the containers monitored regularly including plugging of the reefer units
    - product quality is maintained at all times.
    - temperature fluctuations/issues escalated to management in a timely manner
    - Empty container returned as per schedule to avoid unnecessary detention charges
  - Raw material storage planned and managed
  - Compliance to operational procedures and internal controls ensured at all times in execution of duties
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##### 2. Stock Purchasing and Reconciliations ensured

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- Purchase order requisition for low stocks processed to ensure timely replenishment
    - Order follow-ups and operations notified of any delays in a timely manner
  - Quality Assurance inspection for all raw materials coordinated
    - Discrepancies and non conforming raw materials coordinated with vendor for resolution
  - Raw materials receipt verified against invoice quantity, description and quality in a timely manner
  - Accurate stock reconciliation - Physical Vs. System
    - Stock variance minimized
    - Discrepancies identified and actions ensured
    - Variance report with explanation is timely
    - Stock dispatch and transfers captured accurately
    - Daily cycle counts ensured in a timely manner
  - Timely management of stocktakes
    - monthly or mid-month and yearly
    - stock take compliance ensured
    - effective coordination and execution of cyclical stock take based on assessment of variance ensured at all times
    - Variance of stocks managed and documented with the supervisors with justifications
    - Timely Identify, report on wastage to help reduce inefficiencies in business at all times
    - Periodic raw material Stocktake conducted
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##### 3. Supply chain supported

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- Ongoing demand forecasting for raw materials is accurate and timely
- Stock for peak production planned and organized
- Safety stock levels monitored and accurately maintained
- Smart buying of raw materials ensured
- System receipting is accurate and timely
- Data in internal system updated in an accurate and timely manner
  - inventory records
  - stock cards
  - circulation of key materials stock sheets
  - raw materials received
  - salvaged materials returned
  - used and disposed materials
- Reporting of stock keeping inventories ensured
  - daily and weekly reports

#### 4. Well informed management

- Timeliness, quality and accuracy of daily, weekly and monthly reports to management ensured
  - Stock cover report presented is timely and supports decision making
  - Monthly report presentation is accurate and supports decision making
  - Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed in a timely manner
- Recommendations for new ideas and cost-effective processes provided to execute improvement within the warehouse team
- Contributions to periodic warehouse/supply chain meetings ensured

#### 5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Compliance to Safety, Health and Environment policies and procedures including communication to all team members are on an on-going basis
  - Occupational Health & Safety systems supported to promote zero workplace injury at all times
- Workplace hazards eliminated at all times
  - Assist and support in the identification and elimination of work place hazards on an on-going basis

#### 6. Fiji Dairy Pte Limited's values upheld and demonstrated at all times

- 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
<b>Business</b>	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
<b>Customer</b>	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
<b>People</b>	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
<b>Professional</b>	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Manufacturing/Production/Logistics, Accounting and Information Systems/Economics/Management	
<b>Desirable</b>		
Degree	Accounting and Information Systems/Economics/Management	

## Work Knowledge and Experience

Minimum of two to three years' experience in a similar role in a manufacturing industry  
 Well versed with the Microsoft suite of programs (Word, Excel, PowerPoint)  
 Exceptional Problem Solving Skills

Knowledge of Supply Chain and Warehouse Management  
 Knowledge of local regulatory requirements for imports and exports

## Requirements

### Language Proficiency

Good command of English (Written and Verbal)

### Regulatory Compliance Requirements

Driver's License  
 Police Clearance

## Other Required Requirements

### Position KPI's

1. **Inventory shrinkage** = ending inventory value – physically counted inventory value
2. **Accuracy of Forecast Demand** =  $[(\text{actual} - \text{forecast}) / \text{actual}] \times 100$
3. **Inventory accuracy** =  $(\# \text{ counted items that match record} / \# \text{ counted items}) \times 100$
4. **Stock-outs** =  $(\# \text{ items out of stock} / \# \text{ items shipped}) \times 100$
5. **Service level** =  $(\# \text{ orders delivered} / \# \text{ orders received}) \times 100$
6. **Stock Variance**

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Quality Assurance staff	
	Warehouse & Supply Chain team	
	Finance Team	
	Management Team	
	Production Team	
<b>External</b>		
	Suppliers	
	Customers	
	Statutory Authorities	

## 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.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: HR Fiji Dairy

Contact Email: [hr@fijidairy.com.fj](mailto:hr@fijidairy.com.fj)

Further Contact Information: --

**Closing Date:** 18 Sep 2025