

Enatel

Position Description

Position: Inventory Cycle Counter
Department: Operations
Reports to: Warehouse & Distribution Manager

Scope of Role:

The key focus of the Inventory Cycle Counter is to ensure the correct and accurate count of all stock items.

Key Responsibilities:

- Performing daily cycle counts on a rotational basis as per Enatel's schedule.
- Performing regular checks on location accuracy.
- Performing regular checks on FIFO processes.
- Investigating inventory variances and discrepancies.
- Identifying slow moving or obsolete products.

General Duties:

- Upholds the company values.
- Contributes to the achievements of department goals and objectives.
- Perform any other tasks as required by your Manager and/or the business.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensure that our ISO 14001 Environmental policies and processes are followed including:
- Segregating waste correctly and safely including hazardous waste
- Emptying of waste bins into correct skips and cages
- Safe handling and storage of hazardous substances such as chemicals

Key Relationships:

Internal	External
<ul style="list-style-type: none">• Operations Manager	<ul style="list-style-type: none">• Stock Auditors
<ul style="list-style-type: none">• Inventory Controller	
<ul style="list-style-type: none">• Procurement	
<ul style="list-style-type: none">• Planning	
<ul style="list-style-type: none">• Store Group Leader	

Person Specification:

Attribute	Essential	Desirable
<p>Competencies</p>	<ul style="list-style-type: none"> • Technical Skills - has the technical knowledge and skills to do the job at a high level of accomplishment. • Learning on the Fly – Learns quickly when facing new problems and is open to change. • Integrity and Trust – Is seen as a direct, truthful. individual; is widely trusted. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Process Management – Good at figuring out the processes necessary to get things done. Can simplify complex processes. • Conflict management – Reads situations quickly. Good at focused listening. • Creativity – comes up with new and unique ideas. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Customer Focus – is dedicated to meeting the expectations and requirements of internal and external customers. Acts with customers in mind. 	

Skills and Experience Required:

Experience & Knowledge	Essential	Desirable
	<ul style="list-style-type: none">• Ability to work under pressure in a high-tech manufacturing company.• Excellent numerical skills and attention to detail skills.• Proven Cycle Counting skills and experience – the ability to count to exact counts.• Proven strong computer skills -MS Word, Excel• Proven experience with ERP systems.• Proven skills and experience in handling the swift and accurate reconciliation of inventory variances.• Store/Inventory Management experience.	<ul style="list-style-type: none">• Experience working in an Electronics/manufacturing environment