

Enatel

Position Description

Position: Inventory Controller

Department: Operations

Reports to: Warehouse Team Leader

Direct Reports: None

Scope of Role:

This position is primarily responsible for guaranteeing the correct and accurate accountability of all stock items.

Key Responsibilities:

- Acts as the stock expert for all materials we hold here at Enatel
- Maintains all item codes we have in our store
- Works with the supply chain team regarding modifications to inventory
- Performs daily cycle counts as per Enatel procedures
- Organises full stock checks as set out by Enatel management
- Put in place adequate controls to manage our internal stock accuracy daily
- Processing the daily requisition requests in conjunction with the Stores team

General:

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

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere

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"> • Finance 	
<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
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Learning on the Fly - the ability to learn quickly in a new environment. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Conflict Management – Steps up to conflicts, seeing them as opportunities. Good at focused listening. Can find common ground and get cooperation with minimum noise. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Organising and Planning - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. 	

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	<ul style="list-style-type: none">• Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes.• Priority Setting – Spends his/her time and the time of others on what's important. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks and creates focus.	
Experience & Knowledge	<ul style="list-style-type: none">• Cycle counting expertise• Store/Inventory Management	<ul style="list-style-type: none">• Electronics
Qualification / Licenses		<ul style="list-style-type: none">• Relevant tertiary qualification preferred