



100% MADE OF NEW ZEALAND

Central Inventory Coordinator

Position Description

Our Vision: To become the world's most successful and sustainable grass-fed red meat company

Division: Logistics

Reports to: Group Inventory Manager

Role purpose:

The Inventory Coordinator is responsible for the timely and accurate execution of all administrative related requirements to support the Central Inventory functions so that company inventory records always reflect physical stock in store

Responsibilities:

- Coordinate and execute general administrative requirements associated with Central Inventory activities
 - Coordinate, document and support standardisation of inventory processes
 - Invoice reconciliation, coding and approval
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Key relationships

External:

Third Party Warehousing Providers
Toll Processors

Internal:

Central Inventory
Logistics
Site Inventory personnel
Sales
Operations
Technical
Accounts

Key responsibilities

Coordinate and execute general administrative requirements associated with Central Inventory activities

- Assist in inventory reconciliation of internal site's inventory via regular reporting and monitoring
- Administrative support to Central Inventory Controllers and site based Inventory Controllers
- Weekly inventory reconciliation between external coldstore inventory records and internal records
- Accurate data entry of inventory movements at Toll Processors
- Weekly inventory management between external coldstore inventory records and internal records

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- **Coordinate, document and support standardisation of inventory processes**
 - Coordinate with Central and Site Inventory personnel to understand current systems with a view to documenting standardisation and best practice
 - Site visits with external and internal site based inventory personnel to build understanding of current processes and best practice
 - Support system improvement opportunities with a focus on automation of processes and reporting
 - Documentation of robust training resources for Inventory personnel
 - Develop strong relationships with Site Inventory personnel to implement and support training materials

Invoice approval

- Check, code and approve weekly invoices from Third Party Coldstore providers
- Challenge invoice discrepancies respectfully to ensure all charges are accurate and representative of agreed rates
- Identify potential waste, highlight and/or contribute towards cost improvement

Competencies and professional expertise

- Experience reconciling invoices.
- High attention to detail.
- Well organised, able to self-manage to ensure deadlines are met.
- Team player and ability to work with multiple parties.
- Intermediate computer software skills.
- Demonstrates excellent written, oral, and interpersonal communication skills.
- Accurate and energetic approach to business success.
- Ability to adhere to processes and procedures.

Core expectations

Customer focus - Proven ability to take ownership of issues and contribute to a favourable outcome.

Adding value – Contribute to cross-functional projects and strategic initiatives.

Values and Strategy – Live the Silver Fern Farms values and strive to achieve our strategic goals.

Other duties – Complete all reasonably requested tasks in a competent and timely manner.



Health, Safety and Wellness

- Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
- Follow all company and legislative health, safety and wellness policies, standards, and procedures including wearing PPE and using safety devices as required
- Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents immediately

Acceptance

I accept the responsibilities outlined in this position description

Signature

Date

