

POSITION DESCRIPTION

Position Title:	Inventory Coordinator		
Reporting To:	Coolroom and Dry Goods Manager		
Department:	Bendigo Industrial		
Supervisory Responsibilities?	No	Review Date:	January 2024

Position Purpose

Ensure materials and ingredients are on site to achieve production targets

Key Accountabilities

Site Inventory Control

- Conduct stocktakes of all stock and report results, investigate and resolve discrepancies.
- Daily clearing of COGI in SAP (work order error management).
- Assist in site troubleshooting (eg over usage of fruit).
- Manage run out of materials for obsolete products to minimise write off of waste.
- Analyse data and provide information and advice to assist with planning and budgeting of new, changed and obsolete products.
- Manage daily receipting of inbound goods.

Quality

- Assist with audits of traceability or stock recalls.
- Assist with other audits.
- Manage return of defective products to suppliers and ensure associated credits are processed.
- Manage Quality Notifications (QNs) and provide monthly status updates.

Other

- Complete Purchasing Officer duties to cover leave as agreed with Coolroom and Dry Goods Manager.

Health, Safety and Environment (HSE) Accountabilities

- Promote and participate in the Safety Management System and develop a proactive safety culture.
- Be a role model for working safely and promoting a safe working environment.
- Adhere to safe work procedures and systems in consultation with elected OH&S Representatives and team members.
- Proactively contribute to the identification and resolution of workplace hazards.
- Work safely at all times.
- Comply with all relevant environmental legislative requirements.
- Actively contribute to reducing waste, conserving water and energy and other sustainability initiatives.
- Comply with environmental management systems.
- Actively participate in understanding your environmental responsibilities.

Values and Core Competencies

Our culture is underpinned by a set of common values, which set the standard for employee behaviour. They should be translated into every aspect of work from relationships with customers and colleagues, to the way employees conduct themselves on a daily basis.

Values	Core Competencies	Key Behaviours
Ambition	<ul style="list-style-type: none"> • Performance • Continuous Improvement • People Development 	<ul style="list-style-type: none"> • Set high goals and drive for performance • Seek all opportunities for continuous improvement • Identify areas for developing oneself and others
Engagement	<ul style="list-style-type: none"> • Loyalty • Accountability • Tenacity • Entrepreneurship 	<ul style="list-style-type: none"> • Support positively and protect the company • Account for his/her own activities and accept responsibility for them • Overcome obstacles • Demonstrate an entrepreneurial mind-set
With Simplicity	<ul style="list-style-type: none"> • Pragmatism • Transparency • Accessibility 	<ul style="list-style-type: none"> • Work in a practical and effective manner (with common sense) • Act and communicate with clarity and transparency • Ensure relationships are based on accessibility, modesty and proximity

Minimum Requirements

Formal Education and Statutory Requirements	Diploma in Business or equivalent relevant experience
Essential Skills and Knowledge	<ul style="list-style-type: none"> • Experience in using SAP or other Enterprise Requirements Planning (ERP) systems • Excellent interpersonal skills • Strong customer service focus • Excellent problem solving skills • Intermediate Microsoft Office suite skills • Understanding of stock control practices