

Job Title:	Inventory Supervisor ANZ
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Department/ Business Unit:	Supply Chain	Reports to:	IBP & Inventory Manager
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Job Purpose

- The Inventory Supervisor oversees all inventory management across DT sites, ensuring quality control in various processes such as receipting, stocktaking, reconciliation, budgeting and more.
- This role leads an inventory team, supports lifecycle management, optimizes returns processing, and manages excess and slow-moving inventory. This role sets and drives good governance across the Device group.

Reporting/Working Relationships

- Quality and Regulatory
- Distribution & Logistics
- Finance & Commercial
- Operations, Supply Chain, Reverse logistics

Key Responsibilities

- Leads a team that works closely with distribution centers to drive correct stock levels; work with stakeholders on inventory health activities from service improvement, supply issues and service risk mitigation to inventory health improvement activities and partners with Finance and Operations team to ensure site inventory accuracy is maintained and in compliance with auditors and inventory policy.
- Accountable for delivering contracted KPI's pertaining to inventory control
- Utilizes analytics in identifying and liaising with stocking locations to centralize and share inventory
- Oversee reconciliation of SAP and WMS (Blu Yonder)
- Lead, communicate, coach the team on-site, Inventory controllers in secondary warehouses on stock accuracy and quality
- Manages a team that supports Identifying and investigation of all stock discrepancies and reporting
- Plans and executes annual stock take and cycle count process in collaboration with the business. Analyses results and provides recommendations to improve inventory health.

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The team:

- Maintains WMS database in terms of parity between systems and report KPI variances
- Accountable for compliance and integrity of Stock conversions/adjustment transactions
- Assist with stock takes including scheduling, updating procedures, and reconciliation resources
- Recommend changes to systems and procedures to improve the overall inventory accuracy
- Provides Reporting and analytics around inventory that support decision making.
- Proactively assess non saleable product to achieve resolution including disposition management of SLOB materials
- Governance
- Develops and maintains processes to ensure consistency of stock control procedures and systems downtime
- Develop procedure and ensures compliance across Distribution center daily cycle counts and storage location checks
- Assist with training of inventory control concepts and methods of measurement and improvement
- Educates and train the Inventory teams and other relevant stakeholders in conforming to company and site operating procedures

Process Improvement:

- Plan inventory improvement initiatives which drive seamless execution of E&O & scrap reduction activities across all locations
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices. Inclusive of technology that supports efficient Inventory management
- Recommend changes to systems and procedures to improve the overall inventory accuracy

Financial management responsibilities:

- Assist in the preparation of annual budgets.

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- Manage Department expenditure in line with set budgets, based on volume driven activities.
- Maintain a compliant, efficient, and cost-effective operation

People Management responsibilities:

- Actively influence and manage the overall performance of the team against KPI's, goals and objectives of the BU or Support function. Conduct regular conversations and performance reviews;
- Develop and assess ongoing employee performance, providing constructive feedback and improvement action plans/personal development plans; Manage team/employee adherence to compliance, policies, procedures and relevant legislation;
- Drive team engagement and morale through effective communication and continuous improvement. Create and actively drive/reinforce a high performance and employee engagement culture, espouse, develop our organisational values and culture;
- Ensure effective recruitment of the right people with the right skills in the right positions at the right time;
- Ensure effective on-boarding of new employees. Manage the probation period for new employees ensuring regular feedback is provided, improvement actions instigated if necessary.

Quality and Safety Requirements and Responsibilities

- Comply with Quality System requirements;
- Take reasonable care for your own health and safety and do not negatively affect the health and safety of others. Comply with any instructions and follow any policy, procedure or work instruction relating to health and safety at the workplace that has been notified to you;
- To ensure compliance with applicable legislation, customer requirements and given the exposure risk to the business, it is a requirement of this role that you maintain any appropriate vaccinations and background checks as appropriate.
- Conduct all activities and duties as part of this role in full accordance with company policies, procedures, and values.
- For your area of responsibility:
 - Gain an understanding of the hazards and risks of your area;
 - Eliminate or minimize risks and prevent injuries;
 - Ensure processes are in place that allow you to be informed about any new hazards and risks and once notified you take timely action to remedy;

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- Regularly Review and improve processes between 3PL and DT;
- Ensure your staff are trained in all safety processes and that the training is effective, so they understand and adhere to all company safety rules;
- Consult with your staff especially regarding any changes in the workplace;
- Supervise your staff to ensure they are working safely.
- Understand and adhere with Principals' applicable compliance, code of conduct policies and procedures;
- Understand and adhere with MTAA &/or MTNZ Code of Conduct.
- Maintain facility and personnel process documentation to ISO accreditation standards.

Selection Criteria

Essential

- Understanding of Device Technologies policies and procedures including any vaccination and background checks in line with your role and responsibilities.
- Tertiary education in Logistics, Supply Chain is desirable
- Proven experience in a similar role within supply chain planning or inventory management.
- 3+ years' experience working in the medical devices, FMCG industries, ideal
- Business reporting experience
- Excellent communication and interpersonal skills
- Customer focused
- Excellent time management with good organizational skills
- Can work autonomously but also a team player
- Strong knowledge of warehouse management systems and RF systems
- Strong stakeholder engagement with customers and our internal team that fosters an inclusive and collaborative environment.
- Strong written and verbal communication skills and effective negotiation abilities
- Previous experience working with automated warehouse technologies highly advantageous
- Highly driven, organized and results focused
- Excellent communication skills with a strong customer focus
- Ability to work effectively in a team and operate in an autonomous environment

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- Advanced conflict resolution, negotiation and problem-solving skills
- Advanced people management and leadership skills
- Excellent process improvement skills
- Ability to implement change and/or procedures that result in business operation improvements