



POSITION DESCRIPTION

Role Title:	Regional Inventory Support Upper South Island
Reports To:	Regional Manager – South Island

PURPOSE OF THE ROLE

Ensure effective inventory management for the Upper North Island by monitoring stock levels, coordinating stocktakes, and investigating discrepancies. Train and support UNI inventory staff and drive initiatives to improve stock health, range and consolidated buying opportunities for margin improvement. Manage continuous improvement programmes as directed by the Regional Manager, Upper North Island.

KEY TASKS	DELIVERABLES
Training	<ul style="list-style-type: none"> • Work with the appropriate BM to ensure thorough onboarding for new ICOs and Inv and Sales Admin staff for inventory related tasks using the ICO checklist as the basis. • Ensure all existing ICOs and Inv and Sales Admin staff have the training required to complete the assigned tasks on the ICO checklist. • Monitor processes to ensure compliance to inventory processes and policies and training opportunities.
Stock Order Management	<ul style="list-style-type: none"> • Coordinate planned purchasing with branches to ensure process in business ERP system is used to manage Stock Ordering and Customer Requirements • Responsible for ensuring minimum order quantities are met where appropriate to achieve best buy for the Region and co-ordinate the distribution of goods using methods such as “hub & spoke
Market intelligence	<ul style="list-style-type: none"> • Support the Supply Chain and Marketing teams to develop forecasting for nationally purchased items e.g. TPS cable
Stock Control	<ul style="list-style-type: none"> • Improve the regions stock health, reduce dead and slow-moving stock. Look for opportunities to move Not Stocked, Bad Stock or overstocked items in each branch by returning them to suppliers, transferring to other branches or selling them • Support BMs and inventory staff on ranging decisions and support reduction of duplication of items. • Understand the stock obsolescence process and support branches to make good decisions re provisioned stock.
Focus branches	<ul style="list-style-type: none"> • Monitor processes to ensure compliance to inventory processes and policies and escalate when there is concern for a branches inventory process. • Confer with National Inventory Support and Regional Manager regarding inventory issues within the Region, look for patterns and opportunities for improvement and efficiency. • Support branches to bring DIO within agreed levels for the branch.

Stocktake & Cyclic Counts	<ul style="list-style-type: none"> • Follow the Stocktake & Cyclic Count Manual and ensure branches carry out Count programme according to the Company schedule • Support stocktake programme in Upper North Island; including supporting branches to gain annual stocktake exemption • Explain Stocktake procedures in accordance with Company Policy as necessary to the wider UNI team (including use of scanners). • Co-ordinate Stocktake by checking that each procedure is carried out correctly and reviewing stocktake checklists and that paperwork is updated to ensure a thorough and accurate stocktake for all branches across Region. • Check paperwork for discrepancies and inconsistencies and investigate to find the causes of any variances or problems post stock take • Work with staff to develop and implement strategies to resolve identified problems and ensure that they are not repeated across the Region • Confer with National Inventory Support regarding significant Stocktake and Cyclic Count issues within the Region
General	<ul style="list-style-type: none"> • Be available to support branches during times of planned staff shortages as agreed with Branch Manager and Regional Manager • Maintain good relations with current and potential customers, suppliers and staff • Attend product and staff training as provided or required by the Company • Escalate issues to the attention of the Regional Manager where appropriate • Monitor ICO checklist integrity • Assist in, or carry out any other duties which may be required by Regional Manager

KEY RELATIONSHIPS

Internal <ul style="list-style-type: none"> • Branch Managers and ICO's Upper North Island • Regional Manager/s • Support Teams in Head Office 	External <ul style="list-style-type: none"> • Customers • Suppliers
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PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES

Customer Focus	Cultivates strong customer relationships; ensures that meeting and exceeding customer requirements is the driving force behind all activity.
Relationship Builder	Has the ability to clearly convey information, actively listen, adapt to different audiences, and build relationships.
Initiates Action	Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive
Results Orientation	Sets high goals; works tenaciously to meet and exceed those goals

Plans and Organises	Establishes a course of action for self and others to ensure that work is completed efficiently
Builds Trust	Interacts with others in a way that gives them confidence in your intentions and those of the company
Contributes to Team Success	Actively participates as a member of a team to move the team towards the completion of goals
Innovative	Generates innovative solutions; explores different and novel ways to deal with problems and opportunities.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Experience / Knowledge

- Proven Inventory or stock management experience
- Intermediate level of computer literacy (experience with ERP systems advantageous)
- Good numeric reasoning skills
- Excellent investigative skills
- Strong communicator

OCCUPATIONAL HEALTH & SAFETY

PHYSICAL CONSIDERATION

Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

ACTIVITY	HAZARDS
Computing	<ul style="list-style-type: none"> • Use of computer monitor • Occupational overuse syndrome
Transport/distribution operations	<ul style="list-style-type: none"> • Moving vehicles • Use of forklifts
Vehicle	<ul style="list-style-type: none"> • Weather conditions • Other road users • Stress and fatigue • Vehicle maintenance • Cell phone usage when driving
Warehousing	<ul style="list-style-type: none"> • Stacked product / obstacles
Telephone use	<ul style="list-style-type: none"> • Cradling of receiver rather than using a headset.

