

POSITION DESCRIPTION

Position Title: Inventory Controller	Direct Manager: Business Unit Manager	
Budget Responsibility: N/A	Direct Reports: 0	Indirect Reports: 0

WHAT YOU'RE HERE TO ACHIEVE

The Inventory Controller is responsible for inventory movement from raw material to finished goods which includes responsibilities in creating and managing Bill of Materials (BOM) for our manufacturing sites in Australia. The ideal candidate will have a strong understanding of inventory processes in manufacturing industry and a willingness to collaborate with various departments to ensure accuracy and efficiency.

WHO YOU'LL BE WORKING WITH

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<i>Norton manufacturing Thunderbird manufacturing Gallagher AU Operations team Finance and Operations group colleagues Wider Supply Chain team</i>	<i>Suppliers ERP Consultants</i>

WHAT YOU'LL BE DOING

Key Accountability	Outcomes/ Expectations
Inventory Management: <i>Support accurate and efficient inventory management to ensure Gallagher maintains optimal stock levels, and minimizes carrying costs</i>	<ul style="list-style-type: none"> ● Regularly monitor and track inventory levels, including raw materials, work-in-progress, and finished goods. ● Regular update of Finished goods and semi-finished goods in ERP to replicate physical movements into our system. ● Collaborate with procurement and supply chain teams to ensure timely replenishment of inventory items. ● Generate purchase orders and work orders to maintain stock levels as per demand forecasts and safety stock guidelines. ● Perform regular cycle counting and inventory audits to maintain accurate inventory records. ● Investigate and rectify discrepancies between physical counts and recorded inventory levels. ● Assist in optimizing inventory levels, taking into consideration customer demand, carrying costs, and supply chain constraints. ● Minimize excess or obsolete inventory through effective management.

	<ul style="list-style-type: none"> • Maintain organized and up-to-date inventory documentation, including item descriptions, part numbers, and storage locations. • Address any inventory issues that may impact product quality.
Bill of Materials	<ul style="list-style-type: none"> • Collaborate with production and engineering teams to develop and update BOMs. • Maintenance of the BOM/Kit assemblies for Norton and improvement of these (and other sites as needed) • Updating and reviewing Route timings to determine the time to make products and update into the BOM/kit assemblies • Conduct regular audits to verify inventory accuracy against BOM requirements • Generate reports on inventory metrics and BOM usage for management review.
Record keeping & reporting: <i>Ensure accurate, complete, and timely reporting, through maintaining clear records</i>	<ul style="list-style-type: none"> • Ensure accurate records are maintained for all inventory items and are easily accessible and accurate. • Generate regular inventory reports, including stock levels, usage, and turnover rates. • Provide inventory-related information and analysis to support decision-making.
Process improvement: <i>Identify and implement process improvements to enhance the efficiency of inventory management</i>	<ul style="list-style-type: none"> • Analyse existing processes and systems and relevance of current practices • Actively seek ways to make processes and systems easier • Streamline operations to reduce costs and improve supply chain performance • Use data to identify trends, patterns, and areas for enhancement, to generate informed and evidence-based adjustments and improvements
Team Building & Performance: <i>Contribute to creating positive team dynamics through open communication, collaboration, and a supportive attitude to achieve shared goals</i>	<ul style="list-style-type: none"> • Work effectively within the wider teams to drive operational effectiveness • Share knowledge and experience to all team members both individually and at team meetings to assist the team to meet overall objectives • Demonstrate the ability to work independently and as a member of a team • Assist and participate with cross training of other team members as required • Provide cover for other team members in the event of absence

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

*Please note there will be a periodic travel requirement including overnight stays to Mudgee.

HOW YOU'LL BE DOING IT

Qualifications and / or Experience:

- Relevant qualification or training in supply chain management, business, or a related field (or equivalent experience).
- Proven experience in inventory control, BOM cost maintenance, supply chain management, or related roles.
- Proficiency in inventory management software and tools, including SAP as a minimum.
- Some financial literacy – understanding of Inventory controls, consumption of materials, kit assembly/BOM builds and implications of the transactions surrounding Manufacturing, inventory.
- Knowledge of inventory control best practices.

Skills / Competencies:

- Strong attention to detail and organizational skills.
- Excellent communication and problem-solving skills.

Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

