



POSITION DESCRIPTION

POSITION TITLE : Inventory Coordinator/K4045

DEPARTMENT : Supply & Distribution

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Logistics Manager /Assistant Logistics Manager

POSITIONS SUPERVISED : 2-10

POSITION PURPOSE

To maintain x% accuracy in warehouse inventory through development and motivation of warehouse teams

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Supervise Inventory Control and Layout Team.
- Collaborate with Warehouse Management Team on process and system improvements
- Participate and represent the Inventory Control Team in monthly meeting with Merchandise Planners and Buyers regarding process, stock and system issues.
- Prepare reports, presentation and data analysis required by the management
- Study and analyze current state of stock management system, warehouse operation process and system to come up with ideas for continuous improvement in the Inventory Management and Layout planning operations.
- Ensure on-time submission of daily & monthly reports for the three brands by the Inventory Controllers
- Ensure accuracy of reports done by the Inventory Controllers
- Ensure to maintain inventory accuracy of 99%.
- Review & approval of system adjustment requests.
- Coordinate with warehouse section managers on manpower support required for any activity concerning inventory management improvement and accuracy.
- Develop internal reports designed to evaluate progress and detect potential stock issues
- Coordinates with Merchandise Planners and Buyers on major stock and process issues that will have an effect on inventory accuracy and system integrity.
- Performance review of Inventory and Quality Controllers
- Provide support to operations in terms of decision-making and manpower supervision

Communication

- Regular communication with Warehouse Management Team
 - Process and system improvements
 - Activity with effect on inventory and system integrity
 - Data analysis and report requirements
- Regular communication with Inventory Controllers.
 - Daily and monthly report status
 - Inventory & Space Allocation Status
 - System Integrity
 - Inventory Accuracy
 - Adjustment approval
 - Shop opening, GWP & new product launch updates
- Regular communication with Quality Controllers
 - Findings on quality check being conducted on outbound shipments
 - Updates on product quality checking
- Communication with Merchandise Planners
 - Stock, process and system issues
- Communication with Buyers
 - Major issues being encountered on delivered stocks



PERSONAL CHARACTERISTICS:

- Self motivated
- Analytical
- Independent
- Decisive

PERFORMANCE MEASUREMENTS

- 100% stock accuracy in warehouses
- Zero store Feedbacks
- Maintaining 100% Warehouse space utilization
- Review of quarterly space and layout planning with recommendation to improve
- Conducting Cycle count and full count with x% accuracy

QUALIFICATIONS\REQUIREMENTS:

- Bachelor's degree preferred
- At least 2 to 3 years experience in Distribution management and warehouse operations
- Proficient in MS Office (MS Excel, MS Word & MS PowerPoint)
- Proficient in writing reports and procedure manuals
- Strong communication skills

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results - 2
- Customer Focus - 2
- Negotiating Skills - 2
- Team Work - 2
- Problem Solving - 2
- Priority Setting & Time Management - 2
- Developing Others - 2
- Valuing Diversity - 2

Department Head:

Employee: