



Job Description

Position: Inventory Controller

Location: Prepared Produce Hawkes Bay

Reports to: General Manager

Role Overview Responsible for managing raw material, packaging, finished goods and consumable inventory to support the Prepared Produce Hawke's Bay manufacturing business. The role ensures the right product is available at the right time, maintains accurate traceability and inventory records between physical stock and the inventory management system, and manages purchasing and stock reporting.

Key Responsibilities

Inventory Management:

- Management of inventory within parameters as agreed with the GM and as per the site delegated authorities.
- Maintain accurate stock levels within the inventory management system and excel based tools.
- Provide weekly reporting on stock coverage and inventory levels
- Conduct regular physical stock checks and investigate any variances prior to adjustments
- Monitor stock levels and report slow-moving or ageing inventory to the GM
- Ensure FIFO stock rotation is maintained

Inventory Systems and Data Accuracy:

- Ensure batch details, product status, and product costs are accurately recorded throughout the site (paper based, excel and inventory management systems)
- Reconcile inventory receipting and resolve any data entry errors.
- Enter all daily inventory movements into the inventory system.
- Develop SOP's and support training of staff on inventory systems and procedures.

Purchasing:

- Develop buffer stock levels, monitor stock on order and stock on hand and make purchasing decisions to meet short term production planning and longer term forecasts
- Ensure the site has acceptable inventory levels of all consumables
- Review approved supplier programme to ensure all purchase meet food safety and quality requirements including appropriate documentation
- Raise purchase orders
- Maintain communication with suppliers regarding delivery timing or changes

Inwards Goods:

- Receive incoming stock into the inventory system against purchase orders.
- Ensure product is receipted under the correct product codes.
- Report shortages or supplier discrepancies for credit processing.
- Ensure all delivery documentation is communicated to relevant departments.

Stocktakes & Reconciliation:

- Manage monthly stocktakes for the site.
- Ensure stock counts are entered into the inventory system and investigate any variances, including final stocktake post and monthly update on variation between real and WIP for GM.
- Reconcile external storage stock between WMS and Prepared Produce inventory system
- Coordinate full physical stocktakes at offsite storage locations when required.

End of Month Reporting:

- Review production outputs and compare against actual raw material, labour, and packaging costs.
- Assist with investigating production or yield variances.
- Provide production yield reporting where required.

Key Skills Required

- Advanced level of computer skills, including MS Office applications and in particular Excel.
- Excellent attention to detail
- Systems orientated and works in a structured manner
- Strong commercial acumen
- Problem solving and a high degree of personal responsibility and ownership
- An inquiring mind and will challenge the status quo
- Solutions focused
- Works well under pressure and has the ability to always meet deadlines

Health & Safety

Under the Health and Safety at Work Act 2015 you are obliged to take reasonable care of your own health and safety, including reasonable care that others are not harmed by something you do or don't do, including:

- Enforcing reasonable health and safety instructions given, as far as you are reasonably able to.
- Cooperating with any reasonable business policy or procedure relating to the workplace's health and safety.
- Ensuring all staff and visitors are wearing the correct PPE, and are aware of all potential hazards.
- Performing daily equipment and machinery checks before use and reporting any damages or faulty equipment immediately to your manager.
- Correcting all potential hazards and damages immediately where possible.
- Reporting all accidents, injuries near misses or hazards that occur at work or that affect your work as soon as possible to your manager.

Food Safety

Prepared Produce Hawkes Bay has a HACCP based Food Control Plan (FCP), developed to meet the legal requirements of the Food Act 2014. You are responsible for following the food safety requirements under the FCP and our SQF accreditation, and must immediately report irregularities or non-conformances using the standard operating procedure defined in the FCP. Please see your manager for a copy of the FCP.

You also agree to undertake additional duties that may be required from time to time as directed by your manager.