

Inventory & Data Controller

- Market leading Australian Heat Transfer Systems manufacturer
- Providing professional, accurate and timely customer service and sales support
- Permanent role based in Lara

Air Radiators is an award-winning Australian Manufacturer, providing specialised Heat Transfer systems for mobile and stationary applications. With over 40 years of industry experience and an impressive list of Australian and International customers, we have a highly regarded reputation for delivering top quality Heat Transfer systems.

[e are looking for an experienced Inventory & Data Controller who is a highly motivated individual willing to work in a fast-paced environment. Working in the Purchasing team, this role reports to the Purchasing Manager.

Key responsibilities include:

Inventory Control

- Manage inventory levels and check for any potential under or over supply, escalate to the buyers and support resolution
- Set appropriate Reorder Points (ROP's) and manage min/max levels using a combination of historical use data, sales projections and supply lead times.
- Ensure that inventory stock counts are completed regularly and processed in a timely manner and complete audits on a regular basis
- Monitor usage and cost of materials, consumables and scrap
- Investigate discrepancies and shortages to minimize overstocks and to remove redundant and obsolete raw materials
- Manage returns and delivery quantity invoice discrepancies
- Manage Kanban including performance and tracking of movements

Data Management

- Create, maintain and manage master data within the ERP system ensuring all data is in line with requirements ensuring data integrity and
- Manage drawing and revision changes
- Maintain inventory data including chemical and product specifications

Purchasing

- Expediting purchase orders
- Management of overdue orders and stock shortages
- Assist with raising of purchase orders

Key skills and experience required

- Inventory management experience in a manufacturing environment
- ERP / MRP systems
- Proficiency in MS Office especially Excel
- High attention to detail
- Excellent communication skills, both written and verbal
- Self-managed with good ability to prioritise workload
- Proven ability to implement change that improves the business and operations

For further information on who we are and what we do, visit our website: www.airradiators.com

Email Applications to: recruitment@airrads.com.au with **Inventory Controller** in the subject line.