

Inventory & Logistics Supervisor

We are seeking an Inventory & Logistics Supervisor to fulfil a fulltime position.

Your primary objective will be to achieve a high level of accuracy for all stock items whilst working cohesively with staff to set benchmarks and KPI's for tracking performance and driving improvements & efficiencies.

Your key responsibilities and duties within this position will include:

- Acting as supply chain subject matter expert on all situations related to the master data file.
- Maintaining an accurate & orderly listing of all item codes.
- Disseminating any modifications / updates to key stake holders on matters relating to the inventory master file & update existing standard operating procedures & business processes to align with the change.
- Planning & preparing inventory count calendar.
- Planning the resources required for the inventory count.
- Ensuring accurate labelling of all inventory to avoid contamination or errors.
- Handling special project initiatives related to the data master file.
- Providing overall supervision for the effective execution of the duties & responsibilities attached to the inventory control to include but not limited to receiving, picking, processing & packing.

To be successful for this position, you are required to possess:

- Experience in enterprise resource planning software or similar and Microsoft Excel.
- Proven experience of leading teams to a more productive performance by motivation, delegation and mentoring.
- Previous experience in managing worksites to the appropriate scope of a project budget and within project timelines.
- Sound knowledge of Occupational Health & Safety & Environment Management Policy and Quality Assurance requirements for the business.
- Effective and proven decision-making skills.
- Excellent verbal and written communication skills and an ability to communicate on all levels.
- A proven ability to build and maintain strong relationships.
- Current driver's licence.
- Forklift licence.

For all enquiries, please contact Russell Knights at Prestige Staffing on 03 5023 3990 or Russell@prestigestaffing.com.au. Or Apply directly on Prestige Staffing's website by visiting www.prestigestaffing.com.au.



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