

Position Description

Position Title:	Inventory and Reporting Analyst
Reports to:	Head of Operations and Supply Chain
Direct Reports:	None
Full/Part time:	Permanent Full Time Position
Location:	Head Office, 62 Ascot Road
Key Relationships:	<ul style="list-style-type: none"> ▪ Abodo Whanau specifically Sales, ops and production teams ▪ Key suppliers ▪ Key customers

Main Purpose (Summary)

The primary responsibility of this role is to oversee and optimize inventory levels while providing insightful reporting and analysis to support decision-making processes within operations and the supply chain team.

What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

Inventory Management

- Work with purchase and production planners to monitor and maintain optimal inventory levels to meet demand while minimizing excess and obsolete inventory.
- Work with Sales Team for move Slow Moving and Obsolete stocks – organise activities to move stock – e.g. Auctions/Facebook listings.
- Develop and implement inventory control procedures to ensure accuracy and efficiency in inventory transactions.
- Conduct regular audits and cycle counts to reconcile inventory discrepancies and identify root causes.
- Collaborate with cross-functional teams to forecast inventory needs and develop replenishment strategies.

Reporting and Analysis

- Generate regular reports on inventory performance, including stock levels, turnover rates, and aging inventory.
- Analyse inventory data to identify trends, patterns, and opportunities for improvement.
- Provide actionable insights and recommendations based on data analysis to drive inventory optimization and cost reduction initiatives.
- Create ad hoc reports and dashboards to support strategic decision-making by senior management.

Process Improvement

- Continuously assess inventory management processes and systems to identify inefficiencies and areas for improvement.
- Propose and implement solutions to streamline workflows, enhance accuracy, and reduce costs.
- Collaborate with IT and other relevant stakeholders to enhance the functionality and usability of inventory management systems.

Cross-functional Collaboration



- Work closely with procurement, logistics, sales, and finance teams to ensure alignment of inventory goals with overall business objectives.
- Serve as a subject matter expert on inventory-related matters, providing guidance and support to stakeholders as needed.
- Foster strong relationships with vendors and suppliers to optimize inventory replenishment processes and lead times.

What you will bring – (Technical and role related experience)

- Bachelor's degree in engineering, business, supply chain management, statistics, or a related field.
- Proven experience in inventory management, data analysis, and reporting, preferably in a manufacturing or retail environment.
- Proficiency in inventory management software and data analytics tools (e.g., ERP systems, Excel, Tableau).
- Strong analytical skills with the ability to interpret complex data sets and draw actionable insights.
- Excellent communication and presentation skills, with the ability to convey technical information to non-technical stakeholders.
- Detail-oriented mindset with a focus on accuracy and precision.
- Ability to thrive in a fast-paced environment and manage multiple priorities effectively.
- Strong problem-solving skills and a proactive approach to identifying and resolving issues.

What you will be valued for – (Core competencies)

These are skills and behaviours that are important for success in this role.

Customer Focus: Timely and accurate processing of transactions to support better customer experience.

Instils Trust: Follows through on commitments. Is seen as direct and truthful. Keeps confidences. Practices what he/she preaches. Shows consistency between words and actions.

Interpersonal Savvy: Relates comfortably with people across levels, functions, culture and geography. Acts with diplomacy and tact. Builds rapport in an open, friendly and accepting way. Builds constructive relationships with people both similar and different to self. Picks up on interpersonal and group dynamics

Plans and Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals

Decision quality: Making good and timely decisions that keep the organization moving forward

What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

It Will Be OK

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

Customer Spotlight

Our entire team recognises the importance of customers. We manage their expectations to see them exceeded

Solid Bond

Like a perfectly formed finger joint we will work together to get a better result. We are a family and we treat each other with respect

Future Thinkers

We will actively seek to provide solutions to our customers problems and our own internal problems with a spirit of innovation



Walking the Talk

We don't just supply sustainable products. We will bring sustainability into the way we work and where we work

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:	Tendai Masamba	PD Last updated:	2/04/2024
Manager: (Signature)		Position Holder: (Signature)	
Updated by:	Tendai Masamba		

