

POSITION DESCRIPTION

Job Title:	Stock Controller
Reports To:	Material Logistics Team Leader
Team:	Product Specific
Division:	Manufacturing
Company:	Invensys Energy Systems Ltd
Location:	Christchurch, New Zealand
Date:	December 2001

Job Purpose:

To ensure accurate control of stock within the product specific area. To ensure the Production line has correct components, on-time delivery and accurate stock counts.

IMPORTANT WORK RELATIONSHIPS:

Internal:

Most Frequent Contacts	Nature or Purpose
Material Logistics Team Leader	<ul style="list-style-type: none"> • Reporting relationship. • The Material Logistics Team Lead sets tasks to be achieved. • He/she approves leave. • Enquiries and problems arising from the job are directed towards him/her.
Purchasing Staff Purchasing	<ul style="list-style-type: none"> • Dealing with Purchasing staff when it involves material related issues.
Product Team Leader	<ul style="list-style-type: none"> • To deliver components required in kitted work orders. • Keep Production Co-ordinator up to date with any material related issues. • Discuss with Product Team Leader components issues when they occur. • Deal with shortages and requisitions. • Verify BOM if there is an uncertainty. • To view requisitioned items additional to parts list and advise Production Co-ordinator on appropriateness.
Stores Function	<ul style="list-style-type: none"> • Maintain Kanban area. • Restock from bulk locations where appropriate. • Verify stock in Stores in co-ordination with Stores Team Leader

JOB OBJECTIVES:

Additional objectives may be assigned in keeping with the Invensys policy of utilising the best qualified resource to perform any given function.

Objective	Associated Tasks or Activities
Kanban – is run in an accurate, efficient and timely manner.	<ul style="list-style-type: none"> • Identify potential Kanban items and make up new cards following set procedures. • Maintain Kanbans in a tidy manner in compliance with 5S regulations. • Check accuracy of Kanban cards against BOM's, Oracle and physical location to ensure stock accuracy, correcting any discrepancies. • Monitor and adjust Kanban card quantities in conjunction with production run rates to ensure optimum quantity is maintained at all times.