

**JD for Inventory Manager - JD (DJD2024007)**

<b>Role</b>	Ensuring the efficient management of a company's inventory to support production and operations.
<b>Responsibilities</b>	<p><b>1. Inventory Control &amp; Management:</b></p> <ul style="list-style-type: none"> <li>&gt; Oversee daily inventory activities, including the tracking, recording, and managing of inventory levels for raw materials (Electronics &amp; Mechanical), Components, Work-In-Progress, and Finished Goods.</li> <li>&gt; Conduct regular physical inventory counts, reconcile discrepancies, and ensure the accuracy of inventory records.</li> <li>&gt; Implement and maintain effective inventory management systems and software, ensuring data integrity and accuracy.</li> </ul> <p><b>2. Strategic Planning and Optimization::</b></p> <ul style="list-style-type: none"> <li>&gt; Improving the inventory control procedures and policies.</li> <li>&gt; Analyze inventory data and trends to forecast future inventory needs based on production schedules, sales projections, and historical data.</li> <li>&gt; Develop and implement strategies to optimize inventory levels, reduce carrying costs, and minimize stockouts and overstock situations.</li> </ul> <p><b>3. Production Support:</b></p> <ul style="list-style-type: none"> <li>&gt; Coordinate with Manufacturing and Sourcing &amp; Procurement teams to ensure the on-time availability of materials needed for manufacturing.</li> <li>&gt; Work closely with quality control teams to address incoming material inspection material defects or issues.</li> <li>&gt; Ensure proper storage and handling of materials to maintain quality and integrity.</li> </ul> <p><b>4. Data Management and Reporting:</b></p> <ul style="list-style-type: none"> <li>&gt; Maintain accurate inventory records in the company's ERP system.</li> <li>&gt; Generate detailed inventory reports and provide insights to management with classifications of inventory.</li> <li>&gt; Monitor and report on key inventory metrics such as turnover rates, stock levels, and discrepancies.</li> </ul> <p><b>5. Compliance and Security:</b></p> <ul style="list-style-type: none"> <li>&gt; Ensure that inventory management practices comply with defense industry standards and regulations.</li> <li>&gt; Implement security measures to protect sensitive materials and information.</li> <li>&gt; Conduct regular training for staff on compliance and inventory control procedures.</li> </ul> <p><b>6. Team Leadership:</b></p> <ul style="list-style-type: none"> <li>&gt; Supervise and train inventory control staff.</li> <li>&gt; Foster a culture of continuous improvement within the inventory management team.</li> <li>&gt; Conduct performance evaluations and provide feedback to team members.</li> </ul>
<b>Category</b>	<b>Description</b>
<b>Qualifications</b>	BE in Electronics & Communication
<b>Experience</b>	Minimum 12+ years of industry experience with Proven work experience as an Inventory Manager in the Electronics Industry
<b>Technical &amp; Process Capabilities</b>	<p><u>Expertise in inventory management procedures and best practices</u></p> <p><u>Proficiency with inventory management software and ERP systems (e.g., SAP, Oracle)</u></p> <p><u>Solid knowledge of data analysis and forecasting techniques.</u></p> <p><u>Strong analytical and problem-solving skills.</u></p> <p><u>Effective communication and interpersonal skills.</u></p> <p><u>Proficient in MRP (Material Requirement Plan).</u></p> <p><u>Strong analytical and problem-solving skills.</u></p> <p><u>Excellent organizational and multitasking abilities.</u></p> <p><u>Effective communication and interpersonal skills.</u></p> <p><u>High attention to detail and accuracy.</u></p>
<b>Behavioural</b>	<p><u>Good verbal and written communication</u></p> <p><u>Proactive &amp; critical thinking</u></p> <p><u>Self driven, open to exploring &amp; adapting to new technologies</u></p>
<b>Values</b>	Ethics & Integrity, Knowledge, Collaboration, Caring, Agility, Empowerment with Accountability and Sustainability
<b>Preferred Experience, Knowledge &amp; Attributes</b>	<p>Preferred experience in Inventory Management and Embedded Systems Manufacturing</p> <p>CPIM Certification will be an added advantage</p>
<b>Compensation</b>	To be filled by hr