

Inventory Control Supervisor

Vacancy Description

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Ensure efficient planning and seamless stock movement within logistics and inventory operations while minimizing holding costs and obsolescence. Additionally, oversee the company's 'iProcurement' super user functionalities.

Key responsibilities will include:

- Manage stock items by initiating store replenishment requisitions, ensuring effective planning and seamless stock movement within inventory operations.
- Analyze and process i-Procurement requisitions, as well as manual and email requests, in Oracle EBS to ensure timely fulfillment of user requirements.
- Analyze Critical/Nil reports and take necessary actions to prevent stock-out situations.
- Maintain regular discussions and email correspondence with user departments and procurement authorities to assess requirements, consumption patterns, fluctuations, projections, service changes, and redundancy, minimizing stock-outs and obsolescence.
- Oversee general administration, providing reports and information to Procurement, Financial Accounting, and user departments to support supply chain operations.
- Update stock levels in a timely manner to optimize inventory holding costs and ensure timely replenishment.
- Monitor and identify slow-moving and non-moving items, ensuring periodic disposal of obsolete inventory with management approval to minimize holding costs and expenses.
- Coordinate and arrange annual stock verification each financial year, along with continuous/random stock audits, to minimize discrepancies.

Requirements

- 6 passes at GCE O/L with 4 Credits including a credit for Maths & English in one sitting and 2 passes at GCE A/Ls with 2 years of experience in inventory management or related field and computer literacy.
- OR
- 6 Passes at GCE O/L with 4 Credits including a credit for Maths & English in one sitting and part professional qualification with 4 years of experience in inventory management or related field and computer literacy.

Age to be not more than 35 years as at 08th March 2025 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Category - Airline - Aviation

Start date - 02/26/2025

End date - 03/08/2025