

ROLE PROFILE	
Job Title:	Admin Assistant (Inventory Control)
Level:	Skilled Workers/Junior Management
Reports To:	Inventory Controller
Purpose of Role /Scope:	The primary focus of this role will be to assist with the control of Finished Goods inventory. The incumbent's time would be equally split between stock control on their computer and physical stock checks in the cold room.
Dimensions:	
a) Financial	The incumbent will play a crucial role in the monitoring of finished goods stock levels and the interrogation of any variances. Stock variances in this area can have a large impact on the company's bottom line and as such the incumbent will need to ensure accuracy of the information in the stock control system.
b) Leadership and Functional Responsibilities	<p>Leadership</p> <ul style="list-style-type: none"> • Every role at Fairfield requires strong internal governance and adherence to the company's Values, Vision and Leadership Competencies • All employees are required to lead "The Fairfield Way" • Strong inter-departmental interaction <p>Functional</p> <p>Assist Finished Goods Inventory Controller in the following areas:</p> <ul style="list-style-type: none"> • Check daily production variances. • Complete stock transfers on SAP and Business Central. • Daily checking of finished goods stock reports. • Manage transactions in the stock control software (Cquential). • Assist in daily, weekly and monthly stock takes. • Investigation of any stock count variances. • Where necessary liaise with Production and Accounting departments for stock counting accuracy and information. • Stock Reconciliation – WMS with Business Central and SAP. • DC related Admin, as required.
Qualifications and Experience Required	<ul style="list-style-type: none"> • Qualification in administration, accounting, inventory control, or warehouse management is required. • Incumbent would need to have an attention to detail, a methodical approach and good problem-solving skills. • Strong communication skills, both verbally and written, as well as strong numeracy skills. • Possible experience would include Admin assistant, Stock controller, Stores Clerk, etc. • Fully computer literate with an ability to operate at an intermediate level on MS Excel. • Experience on SAP or MS Business Central would be a big advantage. • Ability to work independently and as part of a team.
Barriers to Success in Role	<ul style="list-style-type: none"> • Lack of passion and urgency. • Lack of attention to detail and accuracy. • Lack of computer experience.
Operational Working Conditions	<ul style="list-style-type: none"> • Based at head office in the heart of the beautiful KZN Midlands. • The employee may be required to work weekends/Public Holidays. • Working in a cold room environment.

