



Daltron is the fastest growing ICT Company in the South West Pacific Region. Due to rapid growth over the last few years, we are now looking for an experienced Inventory Controller to join our warehouse management team.

## Inventory Controller

Reporting directly to the Operations Manager, this is a role for a Business or Accounting graduate who has had experience in Stock take audit procedures and inventory management controls and enjoys solving problems.

Key competencies for this role include:

- Ensuring all warehouse transactions are completed in an accurate and timely manner
- Proper handling, packing, storage, and delivery of goods within corporate SOP and OH&S guidelines
- Review and maintain stock levels, manage cycle counts and make adjustments regularly
- Maintain high level customer service levels for both internal and external customers
- High level data entry accuracy
- Review and monitor adherence to internal processes relating to receipt, issue and warehousing of materials, products and equipment
- Manage Stock take function and execution for the Group
- Development of exception reporting and SOP's to support warehouse functionality and accuracy

You must possess the initiative to think laterally and a readiness to get your hands dirty in the process. You will be ready to take on specialist products and service knowledge that is specific to our business with a dedication and motivation to keep learning and improving. A current Drivers License is essential.

If this sounds like you, please submit your application and résumé to:

**The Human Resources Manager**

**Daltron**

**POBox 1711**

**Boroko, NCD**

**Fax: 325 6558 or Email: [jobs@daltron.com.pg](mailto:jobs@daltron.com.pg)**

Applications close Wednesday 10th February 2010.

[www.daltron.com.pg](http://www.daltron.com.pg)

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