INVENTORY AUDITOR

Are you detail-oriented, organized, and eager to take on new challenges? We are seeking a dedicated Inventory Auditor to join our Inventory Audit Team and provide essential support to the Finance Department.

Reporting to the Inventory Manager, the Inventory Auditor will be instrumental in maintaining accurate inventory records and promptly identifying and resolving discrepancies. This position collaborates closely with various departments, including Warehouse, Procurement, and Finance, to ensure compliance with established inventory control procedures and enhance inventory management practices.

Responsibilities:

- Conduct regular audits of inventory levels, reconciling them with records to ensure accuracy and completeness.
- Perform physical counts to verify the presence of inventory items, comparing them with recorded quantities and investigating any discrepancies.
- Identify and investigate inventory discrepancies, including missing, damaged, or misplaced items, and implement appropriate resolutions.
- Commit to extended hours as needed to complete stock takes and prepare review documentation.
- Travel to outstation locations to conduct stock takes as required.
- Manage work pressure effectively and meet deadlines consistently.

The ideal candidate for this role should possess the following qualifications and attributes:

- Diploma in finance, accounting, business administration, or a related field is preferred.
- Minimum of 3years' experience in inventory management or retail operations.
- Proficiency in MS Office, especially Excel for data analysis and reporting.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.

All applicants should apply by email only with Position Vacant – Inventory Auditor in the subject line to:

The Coordinator – People & Culture
CPL Group, PO Box 1663
Port Moresby, National Capital District,
E-mail: careers@cpl.com.pg

Applications close 5:00pm on 25th October 2024.