



Fibreglass Vanuatu & Pacific Polytanks Limited

PO Box 1070 Port Vila, Vanuatu
Ph: (678) 23 965; Fax: (678) 27 527; Santo Ph/Fax: 36 442
Email: fgv@vanuatu.com.vu



9 October 2018

Job Description – Stock Controller

Main Objectives of the position:

The Stock Controller is responsible for the overall recording and management of Fibreglass Vanuatu & Pacific Polytanks Stock. The position requires the person keep good records of ALL products in the two companies, Fibreglass Vanuatu Ltd. and Pacific Polytanks Ltd.

In doing so the person must or be willing to:

- ❖ Have extensive knowledge of the material used in production and understand the production process of Fibreglass and Polyethylene Products;
- ❖ Have good knowledge of ALL finished products;
- ❖ Have good knowledge of Invoicing & Job Card system;
- ❖ Have Good management skills (in order to manage stock system);
- ❖ Have good communication skills (to customers, and factory and office staff);
- ❖ Have a good attitude to work and can work independently;
- ❖ Manage the job card system so that it is understood and followed by other office staff;
- ❖ Understand AS/NZ 4766:2006 standard and materials required for certified products
- ❖ Must be Quality Control Conscious as this is essential in maintaining the efficient production of quality products and implement production system aimed at quality control and reduction of cost of production;
- ❖ Work closely with the Company Management in the implementation of the Operation Factory Efficiency or any other activity to improve the Management of stock;
- ❖ Understand and liaise with overseas and local suppliers to order materials and stock ahead of time at all times;
- ❖ Liaise closely with the Sales Clerk/Administration in maintaining the inventory of finished stock and material;
- ❖ Understand Calibrations Scale;
- ❖ Undertaking any other duties assigned by the Company Management.