

Purchasing and Inventory Control Workers

Purchasing and Inventory Control Workers are professionals who manage the procurement of goods and the monitoring of inventory levels within an organization. They ensure that materials and products are available when needed, maintain accurate records, and support efficient supply chain operations.

Duties and Powers

- Process purchase orders and coordinate the acquisition of goods, materials, and supplies.
- Monitor and maintain inventory levels to prevent shortages or overstocking.
- Receive, inspect, and verify deliveries against orders and specifications.
- Maintain accurate records of inventory, purchases, and stock movements.
- Collaborate with suppliers, vendors, and internal departments to ensure timely procurement.
- Identify and report discrepancies, damaged goods, or supply issues.
- Assist in inventory audits, stocktaking, and reconciliation processes.
- Track usage patterns and prepare reports to support inventory planning and decision-making.
- Ensure compliance with organizational policies, safety standards, and regulatory requirements.
- Support warehouse operations and implement efficient storage and stock control procedures.