Job Description

Inventory Planning Lead

October 2026

This job description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the organisation. This will include the provision of support services to other brand divisions as required.

Company Profile

Nutrinza is part of the Intelact group of companies. Intelact is an umbrella Company for a group of agri-consulting and supply companies. Originally a dairy farm consulting business, the Intelact brand has grown to incorporate the provision of farm management services and feed supply in Australasia and internationally.

Nutrinza specialises in the provision of feed supplements to the dairy industry in New Zealand.

Job Purpose

The Inventory Planning Lead is responsible for the commercial control, accuracy and visibility of inventory movements across the Intelact group. Based at the Te Awamutu head office and reporting through the Finance team, the role provides group-wide oversight of inventory processes, including purchasing and receipting, stock transfers, manufacturing movements, product costings, reconciliations and month-end reporting.

The role works closely with Finance, Operations, Procurement, Customer Service and site-based teams to ensure inventory transactions accurately reflect the physical movement and value of stock across the business. It provides the discipline, analysis and follow-through needed to identify variances, strengthen controls and support sound commercial decision-making.

Using accurate and timely inventory data, the role will also improve forecasting, demand visibility and stock planning, and explore opportunities to use systems, automation and AI-enabled tools to strengthen inventory management across the group.

This is a process-focused, cross-functional role requiring strong attention to detail, commercial understanding and the ability to establish consistent inventory practices across multiple sites.

Scope of Position

Reports to	Group Financial Controller
Location	Te Awamutu head office, with travel to other group sites as required
Direct Reports	3
Scope:	Group-wide responsibility for the commercial control and visibility of inventory movements across multiple sites and entities

Key Activities

1. Commercial Inventory & Procurement Management
2. Inventory Control and Integrity
3. Inventory Planning and Forecasting
4. Procurement Support & Supply Coordination
5. Inventory Reporting & Analysis
6. Stock Movement and Distribution Oversight
7. Manufacturing Inventory Control
8. Team Leadership
9. Systems, Automation and Continuous Improvement
10. Health & Safety

Expected Behaviours

1 Commercial Inventory & Procurement Management

- Maintain commercial oversight of inventory movements and inventory values across the group.
- Ensure purchasing, goods receipting, transfers, manufacturing usage, adjustments and dispatch transactions are completed accurately and within agreed timeframes.
- Maintain and review product costings, including the allocation of relevant purchasing, freight, manufacturing and other landed costs.
- Support month-end inventory close processes, including reconciliations, stock provisions, variance analysis and supporting schedules.
- Investigate differences between physical stock, inventory records and financial information, ensuring root causes are identified and corrective action is followed through.
- Work with Finance and operational teams to maintain effective inventory controls and clear accountabilities.
- Provide commercially useful reporting on inventory holdings, movements, ageing, variances, write-offs and working-capital exposure.
- Support procurement decisions through accurate information on stock holdings, usage, demand, supplier lead times and future requirements.

2 Inventory Control and Accuracy

- Oversee inventory control across multiple sites to ensure stock is accurately recorded, monitored and managed.
- Ensure all stock receipts, transfers, usage, manufactured product and dispatches are processed correctly and on time.
- Complete and oversee stock reconciliations, investigate variances and ensure issues are resolved.
- Develop and maintain inventory control procedures and ensure consistent application across sites.

3 Inventory Planning and Forecasting

- Lead the development of practical inventory planning and forecasting processes across the business.
- Use accurate inventory data, stock movements, product usage patterns and operational trends to improve forecast accuracy, demand visibility and planning capability.

- Identify future inventory requirements, planning risks and supply gaps, and work with relevant teams to support timely decision-making.
- Provide insights and recommendations that support inventory optimisation and business decision-making.

4 Stock Movement, Dispatch and Distribution

- Oversee inventory movements across sites to support product availability customer fulfilment.
- Coordinate goods inwards, dispatch and transfer activity to ensure product is received, stored and loaded safely, accurately and efficiently.
- Work with suppliers, freight providers and internal teams to ensure deliveries and transfers are completed accurately and on schedule.
- Support effective storage utilisation and practical improvements in stock flow and site coordination.

5 Manufacturing and Product Control

- Support inventory-related aspects of blending and manufacturing to ensure raw materials are used accurately and finished product is produced to specification.
- Coordinate inventory availability with manufacturing requirements and customer delivery timeframes.
- Maintain inventory records, samples and production information in line with feed safety and traceability requirements.

6 Team Leadership

- Provide day-to-day leadership, direction and support to team members Allocate work, monitor performance and maintain clear communication across the team.
- Build capability, accountability and consistency through coaching and support.

7 Systems, Automation and Continuous Improvement

- Ensure inventory, logistics and operational records are accurate, current and maintained to a high standard.
- Provide regular reporting on inventory performance, variances, stock holdings and operational activity.
- Identify opportunities to improve inventory management through systems, automation, data analytics and AI-enabled tools
- Identify and support practical improvements to systems and processes that strengthen inventory accuracy and operating efficiency.
- Promote consistent inventory practices and ways of working across all sites.

8 Health and Safety

- Comply with all relevant health and safety, MPI, feed safety, traceability and company requirements.
- Maintain standards associated with transitional facility accreditation and related compliance obligations.
- Support safe use and care of plant, equipment and machinery used within the inventory and logistics activities.
- Contribute to a safe and well-organised work environment by identifying and reporting risks.

Person Specification

Experience & Knowledge

The successful candidate will ideally bring:

- Demonstrated experience in inventory control, inventory accounting, supply chain, procurement, finance operations or a related commercial role.
- Experience managing inventory processes across multiple sites, business units or legal entities.
- Practical understanding of purchasing, receipting, stock transfers, manufacturing or production movements, dispatch and inventory reconciliation.
- Experience supporting month-end inventory processes, including reconciliations, variance analysis and reporting.
- An understanding of product costing and the factors that affect inventory value, such as purchase price, freight, manufacturing inputs and landed costs.
- Experience working with enterprise resource planning, accounting or inventory-management systems.
- Strong spreadsheet and data-analysis capability, including the ability to interrogate information, identify anomalies and present useful commercial insights.
- Experience improving processes, controls and ways of working across different teams or locations.
- Exposure to manufacturing, bulk products, distribution, agribusiness, feed or a comparable multi-site environment would be advantageous.
- Relevant tertiary study or professional development in accounting, finance, supply chain, procurement, operations or business would be useful, but equivalent practical experience will be equally valued.

Skills & Capability

The role requires someone who can:

- Understand the relationship between physical stock movements, system transactions and financial outcomes.
- Work accurately with detailed information without losing sight of the wider commercial implications.
- Identify discrepancies, trace them back to their source and ensure issues are resolved rather than simply reported.
- Establish clear, repeatable processes and encourage consistent compliance across multiple sites.
- Translate inventory data into clear information that supports purchasing, planning and commercial decisions.
- Work constructively across Finance, Operations, Procurement, Customer Service and site-based teams.
- Ask appropriate questions and respectfully challenge information or practices where something does not reconcile.
- Manage competing priorities and deliver reliably around recurring deadlines, particularly month end.
- Communicate clearly with people who have different levels of financial, systems and inventory knowledge.
- Explore and evaluate practical opportunities to use automation, data analytics and AI-enabled tools within inventory management.

Personal Attributes

The successful candidate is likely to be:

- Highly process-oriented and disciplined, with a strong preference for clear, consistent ways of working.
- Very strong on detail, accuracy and follow-through.
- Commercially curious and interested in understanding what inventory information means for the wider business.
- Analytical and naturally inclined to investigate discrepancies or unusual results.
- Comfortable working both independently and across several teams and locations.
- Practical and solutions-focused, rather than becoming stuck in analysis.
- Confident enough to challenge constructively, while maintaining positive working relationships.
- Adaptable and willing to improve established systems and practices.
- Curious about technology and open to testing better ways of managing and interpreting inventory information.
- Accountable, dependable and comfortable taking ownership of group-wide processes.