



Do you like the thought of changing the life of one person? Imagine you can impact a nation!

- **Do you have leadership or management skills and experience? Do you love to see God taking hold of people through His word?**
- **Would you like to use those skills in the mission field as an expat missionary?**

At CBM PNG we are humbled to be part of God's story and purpose. We are driven by our love for scripture and our love for Christ. Through our daily walk and talk we share the love of God. We work and serve in the coastal town of Wewak in Papua New Guinea.

- Christian Books Melanesia Inc. (www.cbmpng.org) is publishing and distributing Christian books, Bibles and school supplies in PNG.
- We do mission in a busy multi-site operation of retail shops and properties with about 50 co-workers and trainees.
- After 54 years CBM PNG is a well-established brand in PNG and our services are impacting the nation through Literacy, Literature and Training.

With this, comes the great need to maintain inventory and oversee all facets of maintaining accurate database. For this reason, we are looking for a dedicated and reliable **Inventory Manager** to join our mission organization. Your chief goal in this position will be to monitor and report on inventory levels. You will be responsible for maintaining inventory tracking systems, reviewing levels of supplies, ordering new materials, and performing daily analysis of sales orders and purchase orders. Our inventory is processed in **Unleashed Software**, our POS is **Lightspeed** (formerly *Vend*) and final reporting into **Xero**. Knowledge of these interfaces is an added advantage.

A successful inventory manager is trustworthy, professional and with outstanding record-keeping and analytical abilities. The candidate will demonstrate excellent organizational and problem-solving skills, as well as the ability to interpret and analyse large amounts of data.

Responsibilities:

- Design and implement inventory control procedures using existing inventory management program – *Unleashed Software* and *Lightspeed* (POS)
- Examine the levels of purchase orders.
- Document daily deliveries and transfers to update inventory.
- Prepare detailed reports on inventory operations, stock levels, and stock adjustments.
- Evaluate new inventory to ensure it's ready for shipment.
- Perform daily analysis to predict potential inventory hitches.
- Guide ordering of new supplies to avoid inefficiencies or excessive surplus.
- Analyse different suppliers to obtain the best cost-effective contracts.
- Recruit and train new employees as well as oversee inventory team

Requirements:

- Bachelor's degree in business administration, finance, or relevant field.
- A minimum of 3-5 years' experience in a similar role.
- Solid knowledge of data analysis, inventory management software, and forecasting techniques.
- An analytical mind with strong attention to detail.
- Outstanding organizational and problem-solving skills.
- Excellent communication and leadership abilities.

CBM is providing housing and travel expenses. A basic living allowance is on offer to top up the support for candidates from sending churches. It is essential that candidates are commissioned by a home church or mission agency.

Please contact Carol Luttah (gm@cbmpng.org) and more information on this opportunity.

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