

SSDCL14 Linen and Inventory Coordinator

1. Job role

TCF sub-sector	Commercial Laundry and Linen Services
Functional area	Supply Chain and Linen Management
Job role	SSDCL14 Linen and Inventory Coordinator
Job role description	Coordinates linen inventory, stock control and asset management processes to ensure availability, accuracy and efficient utilisation of textile products across laundry operations. In the Australian laundry industry—where large-scale linen circulation, customer service requirements and cost control are critical—the Linen and Inventory Coordinator manages stock levels, monitors usage patterns and ensures accurate tracking of linen assets to support operational efficiency, loss prevention and customer satisfaction.
Performance expectations	• Maintaining accurate inventory records for linen and textile assets across all stages • Monitoring stock levels and coordinating replenishment and procurement activities • Analysing linen usage, losses and lifecycle performance trends • Coordinating with production, dispatch and customer service teams • Conducting regular stock audits, cycle counts and reconciliations • Managing storage systems to ensure efficient access and organisation • Optimising linen utilisation and reducing loss or overstocking • Ensuring compliance with organisational procedures and inventory controls • Maintaining accuracy across digital inventory and tracking systems • Supporting continuous improvement in stock management and operational efficiency
Specialisation	Inventory systems, linen lifecycle management, stock optimisation, asset tracking systems, supply chain coordination, data analytics
Application in other Textile, Clothing and Footwear (TCF) sectors	• Commercial laundry and linen services supporting large-scale linen inventory and lifecycle management • Textile manufacturing and finishing supporting raw material and finished goods inventory systems • Apparel production and garment finishing supporting inventory coordination and stock control processes

	• Technical textile and specialty services supporting tracking and management of specialised textile assets • Textile restoration services supporting inventory and asset tracking of restoration items • Leather and suede processing supporting material tracking and stock control systems • Manufacturing and processing industries supporting inventory management and warehouse coordination
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2. Key tasks and critical work functions

Key tasks	• Maintaining inventory systems and updating stock records • Conducting physical stock counts and reconciliations • Monitoring linen usage patterns and identifying discrepancies • Coordinating procurement and replenishment processes • Managing storage and organisation of linen inventory • Analysing inventory data to support operational decisions • Coordinating with production, dispatch and customer service teams • Following organisational procedures for inventory control
Critical work functions	• Ensuring accuracy and integrity of inventory data • Maintaining optimal stock levels to support production and customer demand • Preventing stock loss, shrinkage and inefficiencies • Supporting visibility of inventory across operations • Ensuring compliance with inventory control procedures • Coordinating effectively across operational and supply chain functions

3. Technical skills

Inventory systems	Managing digital inventory and stock control platforms
Stock control	Monitoring and maintaining optimal stock levels
Data analysis	Analysing inventory data to support decision-making
Asset tracking	Tracking linen assets across lifecycle stages
Reporting systems	Generating reports on inventory performance and usage
Storage systems	Managing warehouse and storage organisation
ERP systems	Using enterprise systems for supply chain and inventory integration

4. Generic Skills

Attention to detail	Ensuring accuracy in stock records and inventory processes
Problem solving	Resolving discrepancies and stock issues
Communication	Coordinating with teams across operations
Teamwork	Working collaboratively across departments
Time management	Managing inventory cycles and reporting timelines

Organisation	Maintaining structured storage and inventory systems
Adaptability	Responding to changing operational and stock requirements

5. Emerging skills

Emerging skills	• Adopting RFID and digital asset tracking systems • Using predictive analytics for demand forecasting • Integrating inventory systems with ERP and workflow platforms • Applying automation in stock management processes • Supporting sustainable inventory and lifecycle management • Enhancing real-time visibility of stock and asset movement
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6. VET Qualifications and Skill Sets

Entry-level preparation	MST30622 Certificate III in Laundry Operations or equivalent
Advanced development	No qualification.

7. Job progression

Possible job progression	Linen and Inventory Coordinator → Senior Inventory Coordinator → Supply Chain Supervisor → Operations Manager → Director - Supply Chain
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8. Classification

Australian Qualifications Framework	AQF Level 3-4
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 3
Open Source Classification of Occupations for Australia (OSCA)	Inventory Controller / Supply Chain Coordinator



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