

CS33 Warehouse Inventory Controller

1. Job role

TCF sub-sector	Cross Sector
Job role	CS33 Warehouse Inventory Controller
Job role description	Manages inventory accuracy and stock control processes within warehouse and distribution operations supporting textile, clothing and footwear enterprises. The role ensures accurate tracking of fabrics, trims, components and finished products across warehouse storage and dispatch activities. Warehouse Inventory Controllers maintain inventory records, coordinate stock counts, investigate discrepancies and support production, logistics and sales teams with reliable stock information to ensure efficient supply chain operations.
Performance expectations	• Maintain accurate inventory records for materials, components and finished goods • Monitor stock levels and ensure inventory accuracy across warehouse locations • Conduct routine cycle counts and stock reconciliations • Identify and resolve stock discrepancies • Support production and dispatch operations with accurate inventory data • Maintain product traceability and stock documentation • Ensure safe and efficient warehouse storage practices • Support continuous improvement of inventory control processes
Specialisation	Apparel and garment inventory control, textile material stock management, footwear and component inventory tracking, and warehouse inventory management systems used in TCF supply chains.

2. Key tasks and critical work functions

Key tasks	• Maintain inventory records within warehouse management systems • Monitor stock levels and product movement across storage locations • Conduct cycle counts and physical stock audits • Investigate inventory discrepancies and reporting variances • Coordinate stock replenishment and storage allocation • Maintain traceability of materials, components and finished products • Support production planning and order fulfilment with accurate stock data
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	• Prepare inventory reports for management and logistics teams
Critical work functions	• Maintaining accurate inventory records and stock visibility • Ensuring materials and products are available for production and dispatch • Preventing stock loss, damage or misallocation • Supporting efficient warehouse operations and logistics workflows • Maintaining traceability of products across supply chains • Providing reliable data for supply chain decision making

3. Technical skills

Inventory management systems	Operate warehouse management systems (WMS) and inventory tracking software.
Stock reconciliation	Conduct stock counts and reconcile inventory discrepancies.
Barcode and scanning systems	Use barcode scanners and digital tracking tools.
Warehouse storage systems	Manage product storage locations and stock allocation.
Inventory reporting	Generate stock reports and inventory analysis data.
Product identification	Identify apparel styles, sizes, colours and product codes accurately.
Logistics coordination	Coordinate inventory movement with warehouse and dispatch teams.
WHS compliance	Apply safe work practices within warehouse environments.

4. Generic Skills

Attention to detail	Maintain accurate inventory records and stock counts.
Analytical thinking	Investigate stock discrepancies and inventory trends.
Communication	Coordinate with warehouse, logistics and production teams.
Organisation	Maintain structured warehouse storage and inventory documentation.
Problem solving	Resolve inventory discrepancies and stock control issues.
Reliability	Follow inventory procedures and maintain consistent accuracy.

5. Emerging skills

Emerging skills	• Advanced warehouse management systems • RF scanning and real-time inventory tracking • Data-driven inventory forecasting tools • E-commerce inventory integration systems • Automated warehouse and robotics technologies • Sustainable packaging and logistics systems
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6. VET Qualifications and Skill Sets

Entry-level preparation	TLI30325 Certificate III in Supply Chain Operations or equivalent
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Advanced development	TLI40324 Certificate IV in Supply Chain Operations or equivalent
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7. Job progression

Possible job progression	Pick and Pack Operator → Warehouse Inventory Controller → Warehouse Supervisor → Logistics Manager
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8. Classification

Australian Qualifications Framework	AQF Level 3-5 (enterprise dependent)
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 3 (Logistics / Warehouse Technician)
Open Source Classification of Occupations for Australia (OSCA)	Warehouse Inventory Controller - Logistics and Supply Chain



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