

Stock Integrity Controller

Brand: Matthew Clark

Job Family: Logistics

Report To: CI & Admin Manager

Sub Family: Logistics

Purpose

The job holder will manage the depot stock integrity, reporting to the CI & Admin Manager, with responsibility for the delivery of cost, service, compliance, KPIs – in line with company and legal standards and requirements.

Core Accountabilities

Cost

- Ensure integrity of the depot stock in line with company policies / procedures and customer requirements
- Investigate stock losses / gains, customer credit requests, complete PI checks and take a lead in full stock counts, ensuring integrity at all times
- Work with stakeholders to ensure that the warehouse layout provides efficiencies for the warehouse teams, looking at reducing replenishments and other effected elements
- Ensure all wastage and breakage trends are investigated with a focus on reduction of stock losses

Service

- Proactive communication with internal and external customers and suppliers / contractors
- Liaise with relevant stakeholders regarding issues affecting service to customers, both internal and external
- Implement effective change to facilitate stakeholder requirements and depot needs
- Assist the warehouse team with identification of slow and non-moving stocks through management directed processes

Compliance

- Ensure compliance with all quality and legal documentation and standards
- Ensure customer and company requirements are observed and adherence at all times to company policies and procedures
- Accurately complete relevant audits / checks, as directed by the management, through to corrective action sign off and report of required changes
- Assist management with the collation of data for relevant meetings and reports
- Monitor and maintain housekeeping standards in the depot. Identify, eliminate, isolate, or minimise workplace hazards

People

- Proactively provide detail of non-conformance / adherence to process to the management team

Leadership

- Act following the company's values and management principles
- Provide practical solutions to operational challenges and take ownership of problems and deal with them effectively

- Create and maintain a positive, safe, and productive working environment
- Continually review ways of improving the operations in all areas, generating new ideas and actively implementing and promoting change

Key Relationships

Internal

- Transport
- Warehouse

External

- N/A

Experience, Skills and Knowledge

Experience

- Experience within a fast moving and changing work environment such as FMCG or logistics
- Management of stock integrity in a fast moving and changing environment such as FMCG or logistics
- Health and Safety control and organisation experience in a logistics environment

Skills/Behaviours

- Passionate about providing a premium service
- Team player role model who leads by example and can motivate, coach, and develop team members
- Able to manage targets and KPI's
- Able to solve problems and generate innovative solutions
- Able to multi-task in a pressured environment and work to tight deadlines
- Able to plan, organise and delegate effectively with attention to detail – methodical and logical in work style
- Highly motivated and driven in maintaining the highest standards in quality and Health & Safety
- Effective communication skills – able to communicate effectively at all levels with good verbal and written English
- Must be flexible with work patterns as the role may require management at different times of the working day
- Positive approach and completion of any reasonable task requested by the management team

Knowledge

- Warehousing systems
- Stock investigations
- Health and Safety
- Inventory control

Qualifications & Education

- Proficient in MS Office suite - Essential

