

Stock Inventory Controller

Brand: Matthew Clark **Job Family:** Logistics
Report To: Stock Manager/Operations Manager **Sub Family:** Logistics

Purpose

To maintain stock levels and investigate losses within company guidelines and depot limitation to provide an efficient, professional and customer focused service within agreed budget parameters.

Core Accountabilities

- To control stock inventory levels to ensure that sufficient stock is available to meet customer demand.
- To ensure that any out of stocks are recorded, investigated and remedial action taken immediately.
- To update manugistics parameters in line with account forecasts.
- To effectively communicate stock issues to all Account managers / Telesales staff / Depot management as and when they occur, suggesting alternative remedial actions that could be taken.
- To maintain a record and investigate all stock breakages and losses reporting any significant variances along with proposed actions to the Warehouse Manager, Operations Manager, and the Depot Manager.
- To control the rotation of stock to ensure that products do not become out of date or out of condition.
- In liaison with the Regional sales manager and Depot manager, optimise the cost benefit of stock purchases through promotions and offers agreed by the commercial department / Regional managing director.
- To keep accurate records of free stock allocations received by the depot.
- To control the return of empties to suppliers to maintain empties stock levels at a minimum.
- To co-ordinate the quarterly stock take in line with the company's standard operating procedure, providing detailed reconciliation reports to the Operations services manager together with an explanation for any differences.
- To control the goods inward schedule, ensuring that supplier deliveries are booked in within reasonable time windows.
- To ensure that all goods inward are checked for quality and quantity prior to being put-away.
- To control the authorisation of ullages/uplifts and collections where appropriate ensuring that suppliers issue credit notes as necessary.
- To attend meetings with Warehouse / Shift managers, the Depot manager, Regional sales manager and Sales account managers as and when necessary to discuss stock issues and agree the necessary course of action to be taken.

Key Relationships

Internal

- MC Suppliers
- 3rd party logistic operators

External

- Admin
- Warehouse
- Contact Centre
- Purchasing
- Logistics
- Marketing
- Sales – Regional, Nationals, Agency

Experience, Skills and Knowledge

Essential

- Stock control understanding
- Experience of conducting investigations

Preferred

- Previous experience in a similar role
- Report writing

Qualifications & Education

Minimum 5 GCSE's including Maths and English

Our Values

Passion

We tackle challenges and opportunities with passion and enthusiasm. Across the business we have fun whilst we do it.

Agility

We are always flexible to the needs of the business. Our people generate innovative ways of working. In return our leadership embrace new ideas and opportunities.

Team Work

We work as one team to achieve a common goal. We support our customers, our retail Franchisees and each other.

Customer Focus and Excellence

We make a difference by going the extra mile for our customers and each other.