

**Role Purpose:** Accountable for the control/movement of all stock movements from receipt through to dispatch, including all system transactions. Key aim is to be the support arm of the operational team to maximise productivity and accuracy, and to police all elements of stock control carried out

**Function / Business Unit:** Distribution

**Location:** Middleton DC

**Reporting Line:** Operations Manager

**Budget Responsibility:** N/A

**Team Management:**

**Key Accountabilities / Responsibilities:**

- Planning the main PI schedules to ensure that all SKU's are audited to an agreed frequency
- Producing schedule / calendar for stock checks and document / file all PI Check results in line with company requirements
- Ensuring all stock records are maintained and filed accordingly
- Maintaining effective systems for the issue / retrieval and recording of stock
- Conducting effective and accurate reporting of issues with senior management team
- Ensuring stock adjustments performed are in line with financial agreed limits
- Monitoring stock accuracy, prepare statistics capturing site accuracy performance, picker damage and error rates
- Monitoring damage and stock loss, providing accurate reports
- Following robust procedures and processes for recording and eliminating stock loss through damage, date rotation, pick error and shrinkage
- Ensuring that layout is constantly monitored to maximise efficiency in both replenishment and pick activity
- Assisting in the identification of training needs for both the stock and wider team to improve the operation (for stock elements)
- Conducting stock related investigations
- Successfully managing the stock suite of KPI's
- Arranging Collections for stock sent in error with supplier/carrier
- Conducting Stock Checks, when closing POs stock locations to be checked where there is a discrepancy to ensure GI count correct

**Required Skills & Experience:**

- Experience of large scale logistics and inventory.
- Sound knowledge and experience of warehouse/distribution centre operations
- Prior experience adapting to a changing stock profile including operational demand, new lines, from receipt of stock to dispatch, and communication with the customer (our stores)
- Able to carry out instruction given and impart these to employees
- Good knowledge and recognition with regards to the importance of inventory systems
- Demonstrable experience leading a team to achieve good and accurate inventory control
- Energetic, positive and highly motivated
- Proven communication skills both verbal and written
- Ability to manage a large multi-functional workforce
- Minimum 2 year's experience of stock management
- Sound analytical and communication skills
- Strong IT skills

**Behaviours:**

- **Planning and organising** - Understands own and business priorities. Plans effectively and monitors progress towards achievement of plans. Investigates possible roadblocks and develops contingencies to redirect tasks so momentum is not lost
- **Interpersonal Skills** - Able to get along with, encourage and build relationships with stakeholders while remaining productive and reaching the end goal. Diffuses even

- Dealing with both Suppliers and customers regarding stock shortages, mixed orders and incorrect delivery notes
- Booking in and checking delivery notes and adjusting accordingly
- Closing orders, effectively checking that there is no discrepancy between goods booked in and GRN
- Generating delivery estimates and manifests
- Generating hazardous goods in transport manifests in accordance with transport regs
- Accurately check supplier returns
- SRS error reporting, collation and adjustments.
- P.I control and accuracy (inc. auditors visit.)
- Stock accuracy and investigations to be carried out daily
- Stock rotation and stock moves, liaising with the D.C team on any stock that is Promotional or High Usage to ensure the relocation takes place and all system information is correct
- Virtual control, virtual usage is to be kept at a minimum. This is to be achieved fully investigating any errors and tracing stock moves on the system before using virtual to correct the order
- SRS orders, placing orders for Middleton on the system using the SRS facility
- Fault finding and Returns, HO will email regarding stock issues, the email must be dealt with immediately
- Ticket Control including investigation
- RS cleansing (Goods In)
- Team appraisals, investigations and support
- Health and Safety – making sure all health and safety guidelines are adhered to within the warehouse to maintain a safe working environment

high-tension situations; treats others with respect, patience, and consideration. Builds constructive and effective relationships inside and outside the organisation

- **Leading** - Provides excellent leadership through motivating and developing others to achieve high performance. Conveys a clear sense of organisational goals and values to others
- **Communication** -- Communicates openly and effectively, ensuring that messages are clear and concise. Adapt content and style to help others understand
- **Drive and motivation** - Focuses on results and desired outcomes and how best to achieve them. Takes ownership for completing tasks and gets the job done
- **Teamwork and collaboration** – Understands the importance of team working. Looks for way in which to support and help others