



<b>Job Title</b>	<b>Stock Management Administrator</b>								
<b>Job Level</b>	5								
<b>Location</b>	Girvan								
<b>Business Unit</b>	Distilling & Technical								
<b>Function</b>	Planning								
<b>Leader</b>	Planning & Reporting Team Leader								
<p><b>Role Purpose</b>          To administer all stock taking requirements in relation to liquid production, blending, warehousing and stock management activities, ensure the successful delivery of all business, customer and stakeholder requirements in compliance with all safety, environmental and regulatory obligations.</p> <ul style="list-style-type: none"> <li>• Ensures that discrepancies are investigated and resolved in a timely manner and following company procedures</li> <li>• Ensuring stock counting calendar is adhered to and that reconciliations are completed in required timescales</li> <li>• Administer stock take process to ensure that the physical stock process is in line with stocktaking strategic plan</li> <li>• Maintain documentation for audit purposes – stock take records, reconciliations, back up documentation, HMRC submissions</li> <li>• Contributes appropriately to team meetings and supports the implementation of team strategy, plans and continuous improvement projects.</li> <li>• Reporting of results to Reporting Team Leader in conjunction with Girvan finance team</li> <li>• Reporting discrepancies to Reporting Team Leader</li> <li>• Achieving KPIs on stock count progress and performance</li> <li>• Adherence to business stock take process flow model &amp; targets</li> <li>• Input of data from stock counting activities into DRAMS and analysis of this for discrepancies</li> <li>• Investigations into stock discrepancies</li> <li>• Reconciliation of stock counts</li> <li>• Preparation of stock counting performance data for reports</li> <li>• Support resolution of day to day issues with barcode scanning process in relation to stock counting</li> <li>• Liaison with Liquid Supply for operational DRAMS matters if related to Stock Management</li> </ul> <p><b>Key Performance Metrics:</b></p> <table border="1"> <thead> <tr> <th>KPI</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1. Service</td> <td>Deliver the annual stock take plan ensuring that the plan is achieved</td> </tr> <tr> <td>2. Customer satisfaction</td> <td>Communicate stock take results to the business with a full understanding of reconciliation and adjustments</td> </tr> <tr> <td>3. Compliance</td> <td>Complete all stock take reconciliations and submit to Internal HMRC compliance team member</td> </tr> </tbody> </table>		KPI	Description	1. Service	Deliver the annual stock take plan ensuring that the plan is achieved	2. Customer satisfaction	Communicate stock take results to the business with a full understanding of reconciliation and adjustments	3. Compliance	Complete all stock take reconciliations and submit to Internal HMRC compliance team member
KPI	Description								
1. Service	Deliver the annual stock take plan ensuring that the plan is achieved								
2. Customer satisfaction	Communicate stock take results to the business with a full understanding of reconciliation and adjustments								
3. Compliance	Complete all stock take reconciliations and submit to Internal HMRC compliance team member								
<b>Values</b>									



<p><b>BE PROUD</b> We are proud of our brands, our heritage, and our commitment to superior quality in our products</p>	<p><b>BE RESPONSIBLE</b> We expect every individual and their teams to be accountable and to perform to their full potential</p>	<p><b>BE SUSTAINABLE</b> We wish to make a positive contribution to our communities and to our environment</p>	<p><b>BE PROFESSIONAL</b> We value integrity, transparency, professionalism and constructive debate within a team working culture</p>	<p><b>BE ENTREPRENEURIAL</b> We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement</p>	<p><b>THINK LONG TERM</b> We are proud of our brands, our heritage, and our commitment to superior quality in our products</p>

**Core Competencies:**

<p><b>Leading and Supervising</b></p> <ul style="list-style-type: none"> <li>• Provides others with a clear direction</li> <li>• Sets appropriate standards of behaviour</li> <li>• Delegates work appropriately and fairly</li> <li>• Motivates and empowers others</li> <li>• Provides staff with development opportunities and coaching</li> <li>• Recruits staff of a high calibre</li> </ul>	<p><b>Deciding &amp; Initiating Action</b></p> <ul style="list-style-type: none"> <li>• Makes prompt, clear decisions which may involve tough choices or considered risks</li> <li>• Takes responsibility for actions, projects and people</li> <li>• Takes initiative and acts with confidence</li> <li>• Initiates and generates activity</li> </ul>
<p><b>Planning and Organising</b></p> <ul style="list-style-type: none"> <li>• Sets clearly defined objectives</li> <li>• Plans activities and projects well in advance and takes account of possible changing circumstances</li> <li>• Identifies and organises resources needed to accomplish tasks</li> <li>• Manages time effectively</li> <li>• Monitors performance against deadlines and milestones</li> </ul>	<p><b>Coping with Pressures and Setbacks</b></p> <ul style="list-style-type: none"> <li>• Works productively in a high pressure environment</li> <li>• Keeps emotions under control during difficult situations</li> <li>• Balances the demands of work and personal life</li> <li>• Maintains a positive outlook at work</li> <li>• Handles criticism well and learns from it</li> </ul>
<p><b>Delivering Results and Meeting Customer Expectations</b></p> <ul style="list-style-type: none"> <li>• Focuses on customer needs and satisfaction</li> <li>• Sets high standards for quality and quantity</li> <li>• Monitors and maintains quality and productivity</li> <li>• Works in a systematic, methodical and orderly way</li> <li>• Consistently achieves project goals</li> </ul>	<p><b>Safety and Compliance</b></p> <ul style="list-style-type: none"> <li>• Demonstrate adherence to role specific responsibilities as detailed in the Company Policy "Approach to Health and Safety"</li> <li>• Develop safe systems of work within the Team, taking guidance from the SHE Advisors as needed</li> <li>• Provide assistance and support to the SHE Advisor</li> <li>• Promote Health and Safety awareness and safe working within the Team, providing the necessary training and instruction as required</li> <li>• Demonstrates knowledge of relevant safety and environmental legislation</li> </ul>

**Skills & Qualifications:**

Essential

- An individual with experience in stock management
- Comprehensive understanding of stock management processes and procedures
- Proven ability to analyse and interpret statistical information.
- Systems experience, particularly the use of ERP and the use of Microsoft Applications, including Word, Excel, Access and PowerPoint
- Experience of project management as a team member, being able to deliver projects on time and to budget
- Knowledge and experience in the relevant areas of H & S legislation, HMR&C compliance and the application of best practice initiatives

Desirable

- Understanding of IFS or relevant ERP DRAMS and reporting tools.
- Knowledge and experience of relevant continuous improvement techniques.

Created by:	Di Kendrick
Date:	Nov 2018



HRBP:	
Date of last revision:	