## ROLE PROFILE

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| **Role Title** | **Supply & Inventory Controller** |
| **Internal Reference** | QSI-0016 |
| **Business Unit / Group Function** | QSI |
| **BU Team / Sub-Function** | QSI |
| **Location** | SBP |
| **Team Leader Role** | Head of Operations |
| **Role Level** | 4A |
| **Team Members** | No |
| **Role Purpose** Effectively manage QSI finished goods inventory to agreed targets, ensuring a high level of availability for customers whilst controlling working capital. Influence stakeholders to achieve targets and improve Supply Chain performance. |
| **Accountabilities**Accountabilities  • Ensure efficient and effective inventory holding by performing inventory coverage calculation as per the standard procedure and maintaining critical inventory parameters• Ensure that inventory level best matches the anticipated consumer demand by reviewing and adjusting long-term volume plans, closely engaging with the customer relations team and the QSI Head of Supply Chain• Manage the inventory replenishment effectively, by validating purchase orders and resolve any upcoming conflicts • Monitor NPD minor changes and manage dry goods to minimise obsolescence • Monitor slow moving stock (both dry and finished goods) and find solutions to reduce the QSI numbers • Support the introduction of new products to consignment sites through liaison with Demand Planning, Customer Relations, Commercial, Planning and NDP teams• Monitor line status and proactively engage with the QSI Customer Relations Team, Global Demand and Supply, and Bottling to solve supply issues• Monitor Strip stamp receipts in line with planned production• Review demand from customer orders and manage appropriate supply with the sub-contract planner within agreed lead-times• Prepare monthly allocation summary reports, track allocations by market and highlight major risks and opportunities. • Raise change requests for all new spirit types |
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