## 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 | |
| **Created by:** | Louise Muir |
| **Creation Date:** | 11/11/2023 |
| **HRBP:** | Michelle McAree |
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