









<b>Job Title</b>	<b>Stock &amp; Inventory Controller</b>
<b>Job Level</b>	4B
<b>Location</b>	SBP
<b>Business Unit</b>	Group Packaging & Supply Chain
<b>Function</b>	Supply Chain
<b>Leader</b>	Customer Relations Team Leader
<b>People Leadership</b>	None
<b>Role Purpose</b>  Effectively manage 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.	
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Manage, monitor and control consignment stock levels globally to an agreed number of days of forward forecast, including the setting of inventory targets and management of new and obsolete SKU's to minimise obsolescence. Responsible for monthly stock reconciliation</li> <li>• Support the production of monthly reports on stock position, including Days of Stock calculations and an analysis of slow moving &amp; obsolete stocks and ensure key PSC KPI's are reported and improved</li> <li>• Regularly review safety stock levels for each SKU to ensure a high level of availability for customers whilst keeping overall days of stock coverage for the site in line with the agreed targets</li> <li>• Manage the despatch of Customer Orders to consignment locations, including load planning/containerisation and shipping documentation</li> <li>• Work closely with Planning, Demand Planning and Manufacturing teams to react quickly to demand changes and ensure continuity of supply to our customers</li> <li>• Support the introduction of new products to consignment sites through liaison with Demand Planning, Customer Relations, Commercial, Planning and NDP teams</li> <li>• Influence key internal supply chain stakeholders and commercial stakeholders to achieve inventory targets and improve Supply Chain performance</li> <li>• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&amp;S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.</li> </ul>	
<b>Values</b> <div> <div>  <p><b>BE PROUD</b> We are proud of our brands, our heritage, and our commitment to superior quality in our products</p> </div> <div>  <p><b>BE RESPONSIBLE</b> We expect every individual and their teams to be accountable and to perform to their full potential</p> </div> <div>  <p><b>BE SUSTAINABLE</b> We wish to make a positive contribution to our communities and to our environment</p> </div> <div>  <p><b>BE PROFESSIONAL</b> We value integrity, transparency, professionalism and constructive debate within a team working culture</p> </div> <div>  <p><b>BE ENTREPRENEURIAL</b> We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement</p> </div> <div>  <p><b>THINK LONG TERM</b> We are proud of our brands, our heritage, and our commitment to superior quality in our products</p> </div> </div>	



## Core Competencies:

<p><b>Analysing</b></p> <ul style="list-style-type: none"> <li>Analyses numerical data, verbal data and all other sources of information</li> <li>Breaks information into component parts, patterns and relationships</li> <li>Probes for further information or greater understanding of a problem</li> <li>Makes rational judgements from the available information and analysis</li> <li>Produces workable solutions to a range of problems</li> <li>Demonstrates an understanding of how one issue may be a part of a much larger system</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>Relating and Networking</b></p> <ul style="list-style-type: none"> <li>Establishes good relationships with customers and staff</li> <li>Builds wide and effective networks of contacts inside and outside the organisation</li> <li>Relates well to people at all levels</li> <li>Manages conflict</li> <li>Uses humour appropriately to enhance relationships with others</li> </ul>	<p><b>Delivering Results &amp; 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>Adapting and Responding to Change</b></p> <ul style="list-style-type: none"> <li>Adapts to changing circumstances</li> <li>Accepts new ideas and change initiatives</li> <li>Adapts interpersonal style to suit different people or situations</li> <li>Shows respect and sensitivity towards cultural and religious differences</li> <li>Deals with ambiguity, making positive use of the opportunities it presents</li> </ul>	<p><b>Presenting and Communicating Information</b></p> <ul style="list-style-type: none"> <li>Speaks clearly and fluently</li> <li>Expresses opinions, information and key points of an argument clearly</li> <li>Makes presentations and undertakes public speaking with skill and confidence</li> <li>Responds quickly to the needs of an audience and to their reactions and feedback</li> <li>Projects credibility</li> </ul>

## Skills and Qualifications:

### Essential:

- Proven track record of inventory/stock lifecycle management within a multi-site FMCG environment.
- IFS/JBA/SAP/ERP systems experience
- Educated to degree level, preferably mathematical or science based
- Comprehensive understanding of global supply chain processes and procedures including IBP and S&OP
- Proven ability to analyse and interpret statistical data using ERP system and reporting tools
- Advanced skills in Microsoft applications (Excel & Word)

### Desirable:

- Knowledge and experience of continuous improvement techniques
- Knowledge of HMR&C, shipping terms and documentation requirements



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