## ROLE PROFILE

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| **Role Title** | **Stock and Inventory Controller** |
| **Internal Reference** | OBU-0080 |
| **Business Unit / Group Function** | OBU |
| **BU Team / Sub-Function** | Supply Chain |
| **Location** | SBP |
| **Team Leader Role** | Customer Relations Team Leader |
| **Role Level** | 4B |
| **Team Members** | No |
| **Role Purpose**  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. | |
| **Accountabilities**  • Support the introduction of new products to consignment sites through liaison with Demand Planning, Customer Service, Commercial, Planning and NDP teams. • Work closely with Planning, Demand Planning and Manufacturing teams to react quickly to demand changes and ensure continuity of supply to our customers. • 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 SKUs to minimise obsolescence. Responsible for monthly stock reconciliation. • Maintain accurate 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. • Manage the despatch of Customer Orders to consignment locations, including load planning/containerisation and shipping documentation. • Develop and maintain professional and productive relationships with third parties & ODC’s. • Develop professional and productive relationships across all key stakeholders to support operational performance and ensure that accurate and relevant information is shared in a timely manner. • Support the production of monthly reports on stock position, including Days of Stock calculations and an analysis of slow moving & obsolete stocks and ensure key PSC KPI’s are reported and improved. • Maintain a proper process framework and detailed process documentation with the appropriate governance structure. • Participate and contribute to team performance by engaging in team meetings and taking an active part in problem solving activities. • Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role. | |
| **Created by:** | John Shields |
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| **HRBP:** | N/A |
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