

# INVENTORY CONTROL ADMINISTRATOR

## CANDIDATE INFORMATION

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# **ADVERT TEXT**

## **INVENTORY CONTROL ADMINISTRATOR**

**PERMANENT**

**PART TIME – 15 HOURS PER WEEK TUESDAY, WEDNESDAY, THURSDAY**

Based within our Inventory Management team and reporting directly to the Warehouse & Supply Chain Manager, you will be responsible for:

- Ensuring the efficient administration of a range of inventory activities including:
  - Administering the stock count process
  - Completing HMR&C reporting
  - Updating stock movement records
- Providing pick accuracy analysis for the warehouse
- Collation of monthly report figures
- Overseeing stock transfers to ensure maximised productivity

Candidates must have:

- Excellent Microsoft Office (Outlook, Word & Excel) Skills
- Good written and oral communication skills
- Good numerical skills
- Good organisational skills
- Strong attention to detail
- Ability to plan and prioritise

# THE WINE SOCIETY

## JOB DESCRIPTION

**Job title:** Inventory Control Administrator

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**Department:** Inventory Control

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**Reports to:** Warehouse & Supply Chain Manager

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### **Job purpose:**

To ensure the efficient administration of a range of inventory activities in support of the Inventory Controllers, Assistant Warehouse Manager and the Warehouse and Supply Chain Manager.

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### **Main duties:**

- Administer the stock control process with count creation, variance analysis/investigation, system stock updates and summary reporting
- Complete HMR&C reporting via their online portal (EMCS). Ensuring received loads are declared correctly, issues are investigated and corrected and all submissions are compliant with official guidelines
- Update stock movements records (warehouse cards, Fast Moving Products, etc.) on a daily basis and investigate stock variances including remedial action

### **Additional Duties:**

- Collation of figures for monthly report (e.g. stock count variances, etc.)
- Provide pick accuracy analysis for the warehouse
- Oversee stock transfers to maximise productivity e.g. fast/slow movers in correct areas

### **Other duties:**

- Providing cover for the Goods In/Customs Administrator and Inventory Control Administrator
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### **Health and Safety:**

All employees have a responsibility to carry out their work in a safe manner, reporting any incidents or problems to their Team Leader or Manager and taking all reasonable steps to minimise risk to both self and others.

### **Variation:**

The Society reserves the right to make reasonable variations or amendments to the duties and responsibilities of the post holder at any time according to the needs of the business.

**PERSON SPECIFICATION**

<b>Job Title</b>	<b>Inventory Control Administrator</b>
<b>Department</b>	<b>Inventory Control – (Operations Warehouse)</b>

Attribute	Essential or Desirable	Assessment Method:					
		CV	T	I	PP	O	
		CV = Curriculum vitae T = Test I = Interview PP = Personality profile O = Other					
<b>Experience</b>	<b>E/D</b>	<b>CV</b>	<b>T</b>	<b>I</b>	<b>PP</b>	<b>O</b>	
1. Previous experience of working in a warehouse environment	D	X		X			
2. Previous experience of stock control	D	X		X			
3. Previous experience of stock counting	D	X		X			
<b>Knowledge &amp; Skills</b>							
4. Good experience Microsoft Office (Outlook, Word, Excel)	E			X			
5. Good written and oral communication skills	E	X	X	X			
6. Good numerical skills	E	X	X	X			
7. Proficient experience of report writing	D			X			
8. Strong attention to detail	D	X	X	X			
<b>Qualifications</b>							
9. Maths and English GCSE/GCE or equivalent	D	X		X			
<b>Personal Attributes (attitude)</b>							
10. Flexible attitude / approach	D			X			
11. Highly self-motivated and able to motivate others to deliver high service levels	D			X			
12. Able to work within a team and lead performance to higher standards	D			X			
13. Accepting of change within a business context and able to adopt and implement new processes	D			X			
14. Ability to plan and prioritise	E			X			
<b>Personal Qualities (physical)</b>							
15. Able to lift cases of wine up to 22kg	D			X			

## **How to Apply**

Candidates should be aware that the role is part time, working 15 hours per week Tuesday to Thursday.

Please submit a comprehensive CV, detailing your most significant achievements, together with a covering letter that addresses the criteria in the person specification.

It would be appreciated if you would also include details of your current salary package (or expectation) and details of any notice period required.

Applications may either be emailed to [norgatem@thewinesociety.com](mailto:norgatem@thewinesociety.com) or posted to the address below:

Michelle Norgate  
Human Resources  
The Wine Society  
Gunnels Wood Road  
Stevenage  
Hertfordshire  
SG1 2BT

**Closing date: 13<sup>th</sup> July 2016 at 12 noon**