



Job Title:	Inventory Controller	Department:	Operations
Location:	HQ	Position Type:	Full Time
Level/Salary Range:		Reports To:	Supply Chain Manager

JOB DESCRIPTION	
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Role Overview

Responsible for the stock movements of Innis & Gunn products from production through to distribution sites. Ensure dry goods and materials are planned and moved to ensure supply to our re-work partners. Ensuring stock in the right place, at the right time, at the right price. Account for stock at our various sites.

Key Tasks

- Oversee inventory according to company guidelines, with direct responsibility for management of stock levels and replenishment of stock within agreed timescales and inventory budget
- Perform critical inventory tasks to ensure the correct number of items are in stock
- Review documentation and monitor product codes to search for discrepancies
- Develop and implement improvements to existing operational procedures to maximise efficiency and cut operations costs
- Respond to sales and purchase order queries
- Review operations schedules for all inbound deliveries to ensure timely stock deliveries and communicate details daily to the goods inwards team
- Collect and analyse data to determine appropriate order quantities
- Process and return all defective items/deliveries and inform supplier and buyer
- Responsible for ensuring that all inventory and stock management systems are accurately maintained within agreed parameters
- Inform team and buyers of any occasions of contract variance
- Daily collation and processing of stock information for use in the inventory management process
- Liaise with other departments to ensure that approved vendors and products are used before introducing new suppliers
- Ensure all daily purchase order figures and goods receipts are correctly recorded
- Assemble relevant statistics, figures, reports and other analytical data to assess supplier performance as requested
- Work directly with management to bring them up to date regarding stock inflow
- Provide recommendations to improve inventory control and stock management
- End of period stock counts: review balance of inventory and request physical stock checks of items when discrepancies are found when required
- Plan and schedule the stock movements from production sites to distribution sites using cost effective transport provider
- Support Supply Chain Manager with month end processes: Stock reconciliation, Stock destruction notices, and reporting
- Support set up of new business partners both Supplier and Customers on SAP.



Additional Tasks

- Provide cover and support in other key functional roles during busy periods or holiday cover
- Arrange ad-hoc movement of goods including dry goods materials where necessary
- Manage OLS fulfillment end to end.
- Nurture positive relationships with suppliers and manage these relationships ensuring they adhere to the agreed contracts and KPIs
- Identifying when buying protocols have not been carried out correctly

Qualifications & Education Requirements

- Graduate calibre.
- IT skills including Excel and SAP
- Experience working with multiple warehousing and production sites

Competencies Required

- Understanding of supply chain for manufacturing
- Excellent numerical skills
- IT/Systems experience – Excellent M/S Office, especially Excel
- Excellent communication skills – ability to work autonomously and in a team environment
- Strong attention to detail, problem solving and analytical skills
- Enthusiastic, diligent and self-starting

Additional Notes

- Monthly travel required to Inveralmond Brewery in Perth to support stock takes.