

INVENTORY CONTROLLER

2020

Reports to: Inventory Controller Team Leader • **Location:** Rapid HQ, Colchester



Purpose of the Role

To ensure continuous stock availability through replenishment of around 10,000 product lines, ensuring optimum stock levels are maintained.

Role Specific Attributes

- Accuracy
- Strong verbal and numerical reasoning skills
- Ability to handle large volumes of transactions
- Ability to work under pressure, multi-task and prioritise tasks with strict deadlines
- Understand the needs of the business along with the flexibility to change according to requirements

Supporting Structure

The Inventory Controller reports to the Inventory Controller Team Leader who in turn reports to the Procurement Manager.

Responsibilities

1. Analyse sales data and reports in order to replenish Inventory as required, controlling carriage charges.
2. Proactive reduction of back orders and out of stock parts.
3. Report and manage changes in required stock levels as a result of supply issues or increase/decrease in sales
4. Ensure cost price changes are agreed with buyers, signed off and filed once initial price negotiation and benchmarking has been achieved.
5. Ensure purchase orders are confirmed by suppliers and stock delivery times updated on internal systems.
6. Resolve invoice queries in acceptable time scale.
7. Assist buyers with data/information for supplier reviews and vendor management.
8. Prepare reports and analyse as required by business

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Rapid Core Values

Great Attitude

- Bring energy to the team every day
- Motivate and inspire others with a positive outlook
- Build meaningful relationships with colleagues and contacts
- Address problems in a positive way
- Listen carefully, reflect and think broadly, with agility

Be Successful

- Prioritise own workload and be proactive in the pursuit of goals
- Accountable for own performance delivering business goals over personal gain
- Always set expectations and dependencies and deliver to them
- Diligent approach to the detail but not losing sight of the objectives
- Maintain a work/life balance and not be easily distracted

In a Professional Way

- Always punctual with a professional approach
- Dependable due to reliability, flexibility and integrity
- Exceed both customer and colleagues expectations
- Proactively communicate internally to enhance the success of our common goals
- Take pride in sharing your, or Rapid's success externally

With a 'Be Better' Mindset

- A high degree of learning ability, drive and ambition to succeed
- Confident and can articulate strengths and development areas
- Listen well to constructive feedback from line manager and give feedback with good intent
- Positive attitude towards shared goals and set challenging personal objectives
- Constantly look for innovative working practices and processes
- Belief in the ability for new technology to improve our environment and wellbeing

Quality – “Our Commitment”

Our Mission is to enhance the UK's engineering and manufacturing capability through 3 distinct customer sectors utilising Rapid's technical, supply chain and eCommerce capabilities.

The key to achieving this is by operating an Integrated Quality Management System (IMS) in accordance with ISO 9001: 2015, ISO 14001 and ISO 45001 and embedding a Continuous Improvement way of working and culture. It is expected that you understand how this commitment to quality affects your day to day role and how you can help to strive for constant improvement in this area.

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