
ROLE: Inventory Controller
DEPARTMENT: Warehouse
REPORTS TO: Warehouse Operations Manager
SITE: Perivale

B&S is a fast growing pharmaceutical manufacturer and wholesale distributor providing excellent potential for career development. The business is fast moving, although it is privately owned it has a friendly culture of a family run business.

PRIMARY RESPONSIBILITIES

The Primary Responsibilities for this role are perpetual inventory stock counting and inventory accuracy checks, manage and control regular Stock Counts within the Total Planned Stock Counting Cycle. Regular stock counts from 0 – 100 lines as instructed by the systems including the loose stock holding. Perform Stock counts on products where the stock holding is less than a week. Achieve a high level of inventory Control performance.

SECONDARY RESPONSIBILITIES

- Manage and control perpetual inventory stock counting and inventory accuracy checks
- Manage and control the simple checks including carry out stock checks where there is less than one week stock holding
- Manage and control Stock counts from 0 – 100 lines as instructed by the systems including the Loose stock holding
- Responsible for managing and running the Planned Stock Takes and reporting into Senior Management
- Manage Perform stock checks and investigate losses gains within Total Stock Inventory holdings
- Ensure the integrity and accuracy of the Stock Management Systems (IFS)
- Produce daily monthly reports to ensure key critical areas of the stock system are controlled and any discrepancies are resolved
- Manage and control measures to ensure mistakes inaccuracies and discrepancies are highlighted addressed and resolved
- Manage and Control Lean Inventory control Processes including continuous improvements
- Implement improvement Processes Procedures and systems to reduce the inventory minimise and maximise working stock,
- Write and maintain accurate Written Process and Procedures for all main inventory control Processes including Standard Operating Procedures (SOP)
- Good understanding of Company's Health & Safety Policy and Processes within Warehouse Operations

ESSENTIAL

- Experienced Inventory Controller possessing a relevant skills including good communication Skill
- Able to communicate in fluent English
- Have a good understanding of the Inventory Control Management systems
- Influencing and decision making ability
- Leadership and motivational skills, coupled with effective delegation skills
- Manage workload with Inventory Control department
- Commercially aware with the ability to influence the decision making process
- Some knowledge of Warehouse Management Systems (WMS) or equivalent
- Microsoft packages at intermediate level, Excel skills is essential
- High attention to detail and accuracy
- Highly organised and numerate
- Adaptable and flexible attitude



- Good time management skills
- Ability to work under pressure
- Self-driven and motivated to achieve results