

Position Profile – Inventory Controller

Title	Inventory Controller
Purpose	This role will be a key member of the logistics team. The role will be responsible for the management of specific clients' stock through the warehouse of Ceuta Healthcare's logistic provider.
Reports to	Logistics Manager
Direct Reports	None
Key Area of Responsibility	<ul style="list-style-type: none"> • To liaise with clients and our logistics provider with regards to required stock levels. • To place purchase orders with manufacturers and clients. • To reconcile POD's to order/receipts. • To Investigate and reconcile stock and order queries. • To liaise with Ceuta National Account and Marketing Managers over future stock requirements. • To forward plan clients' stock into our logistics provider's warehouse to meet demand forecasts. • To ensure that client's stock is rotated correctly prior to delivery to customers • To deal directly with our logistics provider over any product recall • To communicate with relevant company sales teams over stock issues • To produce monthly stock reports for clients • To build strong relationships with clients and our logistics provider • To carry out any other reasonable tasks in connection with or incidental to the main job role, as requested.
Professional Competencies	<p>Career Experience</p> <ul style="list-style-type: none"> • At least 3 years' experience within a demand planning/stock control function as part of a logistics team • Experience of import/export of products (desirable) • Experience of UK retail supply chain (desirable) <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to A-Level standard or equivalent <p>Required Skills</p> <ul style="list-style-type: none"> • The ability to the manage, order and reconcile a large portfolio of FMCG products across multiple suppliers/clients • Ability to work within a Licensed Medicinal framework/QMS – i.e. able to consistently work to specific procedures in relation to product setup, data recording and other administrative tasks • Ability to analyse sales trend data in order to improve the forecasting and demand process • Ability to use Excel to an intermediate level in order to facilitate demand planning, sales data manipulation and manage reporting requirements

<p>Ceuta Group Core 6 Behavioural Competencies</p>	<p>Effective Communication - 3 Creates opportunities for others to provide feedback</p> <p>Inspires others to achieve through persuasive communication</p> <p>Creates a positive and trustworthy environment for others to communicate their ideas</p> <p>Facilitates discussions to achieve collective objectives</p> <p>Seeks to understand conflict to take appropriate action</p> <p>Conveys information in a timely, transparent and honest manner</p> <p>Presents succinct, well balanced information orally and in writing with clear outcomes</p> <p>Communicates in a straightforward, honest and engaging manner with all colleagues</p>	<p>Client Focussed - 2 Can communicate a clear understanding of the client/customers' needs</p> <p>Adapts their own behaviours in order to positively impact client/customer satisfaction</p> <p>Focuses activities to drive timely and high quality information and feedback to client/customer</p> <p>Prioritises client/ customer issues and addresses them accordingly</p> <p>Ensures consistency of service at all times</p> <p>Follows up after delivery of service to ensure client/customer needs have been met</p> <p>Consistently makes decisions focused on client/customer needs</p> <p>Takes pride in delivering a high quality of service at all times</p>
	<p>People Driven- 3 Trusts colleagues to deliver work once delegated appropriately to create positive work outputs</p> <p>Acts as a team player, investing time to generate a common focus and genuine team spirit</p> <p>Provides a supportive environment and removes barriers to ineffective working</p> <p>Takes responsibility for creating a working environment that encourages equality, diversity and inclusion</p> <p>Consistently demonstrates the ability to give timely and constructive feedback</p> <p>Encourages and seeks out feedback and makes positive improvements regardless of how the feedback was given</p> <p>Recognises potential in others and encourages self development</p>	<p>Drives Performance & Efficiency- 2 Demonstrates the ability to challenge existing practices in order to become more effective</p> <p>Needs minimal supervision to deliver high quality solution focused outcomes</p> <p>Remains focused when challenged with competing demands</p> <p>Generates results by acting in a focused way and within deadlines, and finds ways to go around obstacles with minimum guidance</p> <p>Considers the impact of own actions on achieving results</p> <p>Understands that all actions have a cost and choose the most effective way to do something in a resource-efficient way</p> <p>Examines and takes ownership of own effectiveness and makes adjustments if necessary to improve their performance</p>

	<p>Supports & Embraces Change – 2 Contributes positively to the change process by putting aside preconceptions</p> <p>Understands the bigger picture and accepts change in support of business needs</p> <p>Performs the job in-line with implemented changes and actively supports new ways of operating</p> <p>Recognises the impact of change on others and supports them through it</p> <p>Takes initiative to suggest ideas for improvement and positively shares feedback with others</p> <p>Seeks out ideas for continuous improvement</p>	<p>Grows the Business- 3 Seeks a wide range of sources of objective information when making decisions</p> <p>Recognises causes and consequences of actions and events that are not readily apparent and takes appropriate action</p> <p>Is alert to emerging issues and trends which may impact or benefit their own and team’s work</p> <p>Uses own knowledge and expertise to lead interventions and develop new systems for self and team</p> <p>Can demonstrate how directly or indirectly their role, and that of their team, impacts business results</p> <p>Has a good level of understanding of the Ceuta Group’s business, products and services</p>
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