

## **Inventory Control Executive**

**Reports to:** Inventory Control Manager

**Role:** Providing support to the Inventory Control Team ensuring all data presented to the business is thorough and accurate.

### **Stock Takes / RFID / Stock Movements**

- Produces accurate, detailed and thorough retail facing communications for stores relating to stocktakes and RFID.
- Identifies opportunities to improve the stock take process and implements solutions.
- Produces analysis reporting on stock takes.
- Authors thorough and accurate SOP's for stores.
- Investigates and analyses data obtained through RFID to identify opportunities for process improvement and implements them.
- First line support on queries and questions from retail teams around STs / RFID.

### **Stock Transfers & Returns to Warehouses**

- Produces accurate, detailed and thorough retail facing communications for stores relating to transfers and RTWs.
- Produces analysis reporting where required on transfers and RTWs (past, inflight and future).
- Subject matter expert on stock transfer processes.
- Fully understand the systemic processes that take place in all the permutations of stock movements for our retail stores globally.
- Supports the Inventory Control Manager ensuring the Retail Activity Planner is fully up-to-date.
- Communicates risks of requested stock transfers and returns to warehouses to the business and presents solutions.
- Ensures stock transfers systemically reflect the physical movements.
- Authors thorough and accurate SOP's for stores.
- First line support on queries and questions from retail teams around STR / RTW queries.
- Produces a weekly report on stock transfers outstanding / complete.

### **Projects**

- Produces high quality reliable documentation for head office and retail teams.
- First line support on queries and questions from retail teams around project queries.

### **Communications and Reporting**

- Produces accurate and reliable reporting where necessary for the business.
- Communicates to the business an appropriate level of information as/when needed.

**Supporting the team for all other ad hoc tasks.**

### **Manages Self and Others**

- Trains new team members across own team and wider merchandising function.
- Seeks opportunities and initiates own development
- Develop and maintains positive cross functional and external relationships
- Identifies process opportunities for improving efficiencies and supports system developments and improvements.

### **Performance Indicators**

- Always looking to improve stock accuracy and reduce shrink, demonstrating enthusiasm, seeking to always make things better
- Achievement of business KPIs (stock file accuracy, shrink, %of cartons unaccounted, aged transfers)
- Accuracy of information communications / analysis provided.
- Impactful process improvements identified, implemented and measured.
- Develops self

### **Technical Competencies**

- Numeracy
- Analytical
- Project / Process Management
- Customer Focused
- Systems
- Communication / Presentation Skills / Influencing Skills
- Action Oriented