

Job Description



Job Title:	Inventory Analyst
Reports to:	Supply Chain Analyst
Grade:	6
Date:	October 2016

1. Job Purpose

To have the right stock available in the right quantity to process customer orders at the first attempt.

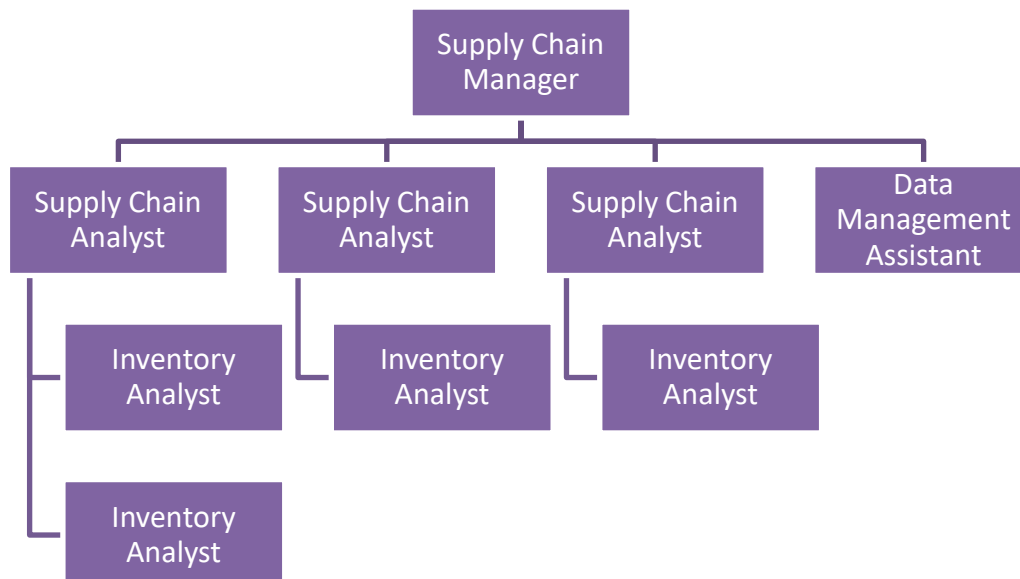
To manage a portfolio of stock products ensuring maximum product availability to:

- Meet customer expectations
- Reduce rework costs of too follows

To manage the flow of goods into the logistics function in a smooth & efficient manner through liaising with the warehouse receiving department and co-workers.

To maintain stock levels which adhere to business requirements in terms of warehouse capacity, stock value and risk of obsolescence or write off.

2. Organisational Structure



3. Dimensions

- To Manage the inventory of a portfolio of 2 to 3,000 products
- Up to 100 Suppliers
- Stock Holding up to approximately £3,000,000
- Sales Up to £10,000,000
- Approx. 50 Calls per day inbound and outbound
- Placing orders with Suppliers daily
- Confirming supplier receipt of Order
- Booking in supplier deliveries daily when required
- Expediting overdue purchase orders
- Manage the return logistics to suppliers effectively
- Ensure efficient and timely product introduction
- Ensure effective product deletion resulting in maximum customer satisfaction and minimum stock obsolescence
- Work with the category buyers to monitor supplier performance and via producing reports and clear communication with the buyer

4. Principle Accountabilities

- To work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.
- To keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
- Ensuring that services are delivered in line with relevant legislation, YPO objectives and policies including those relating to Equality and Diversity, Customer Care and Health and Safety.
- To undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.
- To manage a portfolio of up 3,000 sku's, ensuring business needs in terms of customer satisfaction through stock availability meets the highest levels whilst considering business impact in terms of warehouse capacity and stock holding
- To inform the supply chain analyst if there are forecasting issues
- Develop expertise across category portfolio, working collaboratively with category buyers, suppliers and logistics.
- To analyse historical customer demand considering all influencing factors which may increase or decrease future demand and place orders with supplier's daily
- To proactively take action to prevent stock outs through expediting existing supplier orders, increasing quantities on order, calling forward supplier delivery, placing additional orders or implementing product substitutions where suitable
- To investigate out of stocks identifying potential resolutions and expedite overdue Orders when required
- To manage and continually develop stock suppliers through building strong relationships, managing delivery schedules, providing them with stock forecasts and performance feedback.
- To allocate suppliers with delivery slots considering urgency of stock requirements and warehouse capacity
- To proactively work with suppliers to improve delivery performance in terms of stock availability, lead time and quality of delivery.
- To take remedial action with suppliers regarding poor delivery performance
- To ensure that the master data of the stock forecasting module is up to date and accurate
- To effectively manage the transition of new product into the range and old product out.

- Coordinate Product queries and quality issues between Customer, Buyer, Supplier and Logistics Function
- To manage supplier returns either as a result of incorrect deliveries or through customer returns of faulty goods

5. Planning and Organising

Predominately (60%) of the inventory analyst role will be self-directed ensuring future stock requirements are met in full and planning can be up to 6-9 months in advance. There will be some core tasks (10%) such as booking in supplier deliveries and a significant amount of time (30%) will comprise of issue resolution.

6. Decision Making

The role is a significant decision making role as by its very nature commits the business's finance to stocked products. The decision-making process involves the consideration of a significant number influencing factors, restraints and unknowns such as:

- Shelf life of product
- Future customer demand requirements
- Warehouse Capacity
- Potential Supply Issues

Good decision making and forecasting results in customer satisfaction and lower processing costs.

Poor decision making and forecasting will lead to Customer dissatisfaction with a potential for loss of business and increased processing costs due to high level of backorders.

7. Internal and External Relationships

Internal

- Category Buyers
- Warehouse Receiving Department
- Sales & Marketing
- Customer Engagement
- Distribution & Planning
- Warehouse Reverse Logistics

External

- Customers
- Supplier

8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
Knowledge			
GCSE Grades A-C including Math's and English or equivalent experience	X		Application form

2 'A' Level Grades A-E or equivalent experience	X		Application form
Proven track record of problem solving and analysis of large quantities of data	X		Application form
An understanding of implications of role	X		Interview
Good understanding of the principles of effective stock control		X	Interview
Skills			
Good time management with ability to prioritise workloads	X		Interview
Excellent Microsoft office skills, specifically excel	X		Application Form
Good communication and interpersonal skills	X		Interview
Must be organised, self-motivated and have a high level of attention to detail	X		Interview
Ability to present data		X	Interview
Experience			
Demonstrate some experience of working in a supply chain environment or similar	X		Interview
A track record of excellence in forecasting and managing inventory preferably in a catalogue or internet sales business		X	Interview

9. Special Features

Jobholder Signature:

Manager Signature:

Date: