

	STOCK MANAGER	26/1/24 Version 1
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Job Title:	Stock Manager	Job Category:	Manager
Department:	LOGISTICS	Reports to:	Operations Director
Location:	Based in Branch but may be required to travel to other Batt locations as required	Direct reports:	Stock Administrators

Overview and purpose

Reporting directly to the Operations Director, the Stock Manager is responsible for overseeing Inventory levels throughout the business. They will devise ways to optimise inventory control procedures, identify shortages, ensuring product stock is adequate for all distribution channels and can cover direct demand from customers.

Key Responsibilities

- Reconciliation of stock on a regular basis, identify trends/issues. Produce remedial action plans.
- Achieve budgeted targets for inventory holding/scrap/adjustments.
- Analyse data to anticipate future needs, avoiding inefficiencies or excessive surplus.
- Collaborate with warehouse colleagues to make sure business goals are met.
- Prepare and present inventory reports to senior management.
- Lead, motivate and develop the stock team.
- Monitor and adjust Branch inventory levels to meet sales demands.
- Control of inventory movements between branches to maintain the agreed stock cover levels.
- Maintain accurate stock records, providing specified data to all key stakeholders.
- Investigate stock issues, introduce new procedures/training to eliminate future problems.
- Work with the purchasing and sales teams to achieve high levels of stock availability, with the lowest possible stock holding values.

Key Relationships

Operations Director
Operations Team
Sales/Purchasing and Operational Team

Person Requirements

- In depth knowledge of inventory management principles and best practices.
- Strong Leadership and team management skills.
- Extensive experience in supply chain data analysis.
- Sound management of inventory management software/reporting.
- Good collaboration and communication abilities.
- Exceptional organisational and time management skills.
- Strong problem solving and decision making capabilities.
- Willingness to travel, spend time away from base.

Signed

Date