

## Vacancy – Inventory Controller

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|----------------------|------------------------------|
| <b>Job title:</b>    | Inventory Controller         |
| <b>Reference:</b>    | 0042                         |
| <b>Salary:</b>       | £.competitive. plus benefits |
| <b>Reporting to:</b> | Group Supply Chain Manager   |

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Position Type:</b> | Permanent, Full-time            |
| <b>Location:</b>      | Nottingham                      |
| <b>Centre:</b>        | Automation & Materials Handling |
| <b>Closing date:</b>  | 10 <sup>th</sup> September 2021 |

### Outline:

The role of inventory controller has responsibility for the management and control of stock materials and products. Including the stock control of product to agreed inventory levels, control of materials for compliance with any specific storage requirements and shelf-life constraints. Preparation and execution of work for stock audit purposes is also within scope of the role.

### Indicative Responsibilities Include:

**Safety, Health & Environment** – Reports all accidents, near misses, unsafe acts, and unsafe conditions as necessary to line management. Actively seeks opportunities to promote safety improvements.

**Quality** – Is vigilant in the role and constantly trying to reduce poor quality product from entering the business. Promoting adherence to standard work practices and their improvement.

**Problem Solving** – Engages others as required to problem solve and identify robust solutions to root causes.

**Housekeeping** - Regularly uses audit system with noticeable improved housekeeping in areas from both visual and audit scores

**Approach** - Demonstrates a positive approach to business needs, colleagues & the work environment - even when things are going wrong.

**Commitment and Effort** - Shows commitment to the dept. plans and objectives with the ability to constantly exceed customers' expectations and prioritize area's where effort is most effective to business need.

**Performance & Results** – Driven to deliver continual improvement and achieve set results and objectives.

**Team Development/Behaviours** - Demonstrates a positive approach to own/team development and behaviours. Performs additional duties and assignments as requested and needed by the business.

**Team-working** - Develops Interpersonal skills - listens actively, gives/receives feedback and criticism effectively and creates positive links with other teams.

**Communication** - Regular discussions and communications with team and personnel interfacing with the role regarding workplace issues.

**Planning and Organisation** - Demonstrates effective use of time and prioritising workload. Escalates constraints and issues with line manager when required.

**Job Knowledge** - Demonstrates a good operational knowledge of the plant and processes.

### Skills & Experience Required:

- > Supply Chain Management, Material Control or Storekeeping related experience. (Internal applicants – a will & desire to learn quickly).
- > Experience of working in a Continuous improvement/ Development focused organisation.
- > Experience working with MRP/ERP or Stock Control systems.
- > Engineering or technical background would be an advantage
- > Able to develop and implement change.
- > Good interpersonal relationship skills.

**To Apply:** By email, enclosing a current CV & cover letter, quoting the job title & reference to [ukcareers@lbfoster.com](mailto:ukcareers@lbfoster.com)  
For more information please contact the Human Resources Team on 0114 256 2225 (no agencies)

**A full Job description is available on request**

Please note that roles may close earlier than specified should we receive enough applications prior to the written closing date.