

Stock Inventory Manager

Key Responsibilities

- **Inventory Monitoring:** Track inventory levels through manual counts or inventory software to maintain accuracy and identify shortages or excesses.
- **Stock Replenishment:** Order new supplies and products when stock is low, anticipating future needs based on sales data and demand forecasts.
- **Supplier Management:** Source, evaluate, and maintain relationships with suppliers, ensuring timely deliveries and resolving any supply or quality issues.
- **Warehouse Operations:** Oversee the receiving, recording, and organization of incoming stock and the preparation of outgoing orders.
- **System Implementation:** Design and implement inventory tracking systems and control procedures to optimize efficiency.
- **Team Leadership:** Hire, train, and manage a team of warehouse and inventory staff, delegating tasks and creating schedules.
- **Reporting & Analysis:** Generate detailed reports on inventory levels, operations, costs, and supply chain performance for upper management.
- **Collaboration:** Work with other departments, such as sales, purchasing, and logistics, to align inventory levels with business goals.

Key Skills

- **Analytical Skills:** Strong ability to analyse data to forecast demand and identify areas for cost reduction.
- **Organisational Skills:** Excellent attention to detail to manage complex inventory records and warehouse operations.
- **Communication Skills:** Strong interpersonal and verbal skills for working with team members, suppliers, and other departments.
- **Technical Skills:** Proficiency with inventory management software and other computer systems.
- **Problem-Solving Skills:** Ability to identify and resolve issues related to stock, logistics, and supply chain efficiency.