

Inventory Controller

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Company: Armstrong Knight Ltd

Location: Loughton

Category: other-general

As an **Inventory Controller**, you will be responsible for the co-ordination and communication of the delivery status for live purchase orders and scheduling of incoming goods based on existing or predicted customer demand.

Responsibilities

Maintain MRP data in relation to min/max stock levels

Review the company's inventory profile in-line with sales demand and stock turns, and suggest re-ordering for MPR product categories

Expedite external suppliers in line with the PO requirements and ensure timely and accurate communication to the business

Oversee the updating of Purchase Orders regarding delivery dates within the company's IT system

Implement effective regular communication with suppliers on delivery performance & documentation

Monitor stock and create scheduling of purchase orders in conjunction with existing and predicted Sales requirements.

Make suggestions for purchase to the Buyer in respond to the fulfilment of live customer orders affected by delays of incoming product

Manage and maintain positive relationships with key suppliers and internal customers

Regularly review working practices and processes, identifying and implementing improvement initiatives throughout the Supply Chain function

Requirements

Analytical skills

Good telephone manner

IT Literate

Previous inventory management skills

Previous purchasing experience

Experience of mainframe systems

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