

## Inventory Planning Assistant

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Company: Major Recruitment Warrington

Location: Liverpool

Category: other-general

Major Recruitment are looking for a dynamic Inventory Planning Assistant to join one of our client who is a worldwide cosmetic brand based in Liverpool on a fulltime permanent basis.

As an Inventory Planning Assistant you will play a crucial role in the success of the e-commerce operation. You will be responsible for communicating with suppliers and coordinating the flow of inventory eyelashes sales through multiple online channels.

This is a fast-paced environment so attention to detail and a diligent, methodical approach to tasks is of paramount concern within your daily role.

You must be self-motivated and work towards the wider company growth objectives.

### Daily Tasks

Monitor inventory levels and material production to ensure efficient supply chain operations.

Work with suppliers to ensure timely delivery of materials in line with production plans.

Assist the Inventory controller with forecasting, communicating with suppliers and scheduling the delivery of goods ordered.

Analysis data and trends to identify supply chain risks and opportunities.

Working closely with the operations team and senior management to ensure the company has sufficient inventory to cope with business needs.

Maintain accurate records and documentation for the operations team. Key attributes for this role include

Ability to analyse statistics, identify patterns, and make sensible decisions based on the data provided.

Attention to detail is essential.

Strong communication skills for effective collaboration with suppliers and across departments.

Proficiency in MS Excel and other reporting tools.

Good presentation skills.

Well organised with the ability to multitask. Additional Information

Monday - Friday.

37.5 Hours.

20 Days Holiday + Bank Holidays.

Salary £22,500- £25,000

Liverpool, Bootle, L30INDCF

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