

<b>Job Title</b>	Inventory Controller
<b>Department</b>	Ecommerce
<b>Department Size</b>	2
<b>Reports to</b>	Inventory Control Manager
<b>Direct Reports</b>	0
<b>Working hours and pattern</b>	40 hours per week 5 days with occasional weekends 08.00 to 16.30 core hours
<b>Location of role</b>	Avalon
<b>Will this role qualify for tronc or bonus?</b>	Bonus

<b>Purpose of this role</b>
<p>The Ecommerce Inventory Control team are responsible for updating our stock control systems to maintain accurate stock levels, receipt stock, manage the production of pre-packed hampers, perform regular inventory audits and analyses and forecast the supply and demand requirements to ensure consistent stock levels.</p> <p>The role manages inventory in both the Ecommerce and central Estate warehouses and works closely with the Product, Merchandising and Warehouse teams.</p>
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Monitor and maintain inventory levels to meet demand and minimise excess stock</li> <li>• Coordinate with merchandising and logistics teams to ensure timely and accurate inventory replenishment</li> <li>• Manage, publish and complete production schedules for pre-packed hampers</li> <li>• Conduct regular physical inventory counts and reconcile discrepancies</li> <li>• Analyse inventory data to identify trends and opportunities for warehouse layout and picking improvement</li> <li>• Implement and maintain inventory control procedures to optimise accuracy and efficiency</li> <li>• Ensure data integrity between multiple inventory software systems</li> <li>• Write and update current Inventory SOP's relating to Inventory systems within the warehouse</li> </ul>
<b>Characteristics needed for this role</b>
<ul style="list-style-type: none"> <li>• Excellent organisational and communication abilities</li> <li>• Attention to detail</li> <li>• Accuracy in record-keeping and data analysis</li> </ul>



<ul style="list-style-type: none"> <li>• Able to work on their feet for an 8 hour day</li> <li>• Able to work at pace without dropping standards</li> <li>• Friendly, energetic and able to work within a team</li> </ul>
<b>Skills and experience needed for this role</b>
<ul style="list-style-type: none"> <li>• Proven experience in inventory management or related field</li> <li>• Strong analytical and problem-solving skills</li> <li>• Proficiency with inventory management software and Microsoft Excel</li> <li>• Able to lift up to 15 kg</li> <li>• Able to work on their feet for a working day</li> </ul>
<b>Skills and experience desired for this role</b>
<ul style="list-style-type: none"> <li>• Sage V3 software</li> <li>• Datalinks WMS Software</li> </ul>
<b>Qualifications needed for this role</b>
<ul style="list-style-type: none"> <li>• Full driving license</li> </ul>
<b>Qualifications desired for this role</b>
<b>Department Description</b>
<p>The Ecommerce &amp; Retail division is the strategic revenue-generating part of the business which is behind developing, promoting and growing The Newt in Somerset as a fine-quality grocery &amp; beverage brand that is both producer and a direct-to-consumer supplier. The Ecommerce warehouse fulfils all the customer orders from the website and manufactures gift hampers ensuring they are picked accurately, packed beautifully and safely for transport. The Estate central warehouse receipts, stores, picks and supplies all products for the main Newt estate including hotels, restaurants, visitor attraction food and beverage outlets and all supporting departments.</p>