JOB PROFILE

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| **DEPARTMENT:** Buying & Merchandising Department | **POST TITLE:** Stock Planner |
| **SALARY:** | **REPORTS TO:** Stock and Purchasing Manager |
| **HOURS:** 40 hours per week  (Monday to Friday 8:30 – 5:00pm) | **RESPONSIBLE FOR:** N/A |

The following information is provided to help applicants understand and appreciate the general work content of their post and the role they are to play at Limitless Digital Group Limited (LDG). The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the salary has been established on this basis.

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| **Key Purpose of Post:** |
| The purpose of the role is to manage stock levels to ensure that exceptional levels of customer service and stock availability are provided, with optimal levels of stock cover, within the stock holding budget and with minimum surplus stock. |
| **Main Responsibilities of Post:** |
| * Ensure that stock and sales forecasts are regularly updated and shared with various areas of the business to help maximise sales and Cavo. * Effectively identify and report stock issues to optimise stock availability and ensure it is maintained above target. * Evaluate and report on supplier performance to ensure performance remains efficient and within agreed parameters. * Calculating purchase order quantities. * Provide regular information to warehouse operations in order to achieve efficient goods-in planning. * Work closely with all members of the B&M team to ensure that shipping and sales information is shared and guarantee the smooth progression of new products, from selection to delivery to warehouse. * To take on any other responsibilities or tasks that are commensurate with the salary of the post and are within the employee's range of skills and abilities, whenever reasonably instructed. |

**PERSON SPECIFICATION**

A person specification is a profile of who could best perform the job; it describes the attributes, skills and experience which are required to successfully perform the role.

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| **Knowledge:** |  |
|  | **Essential/ Desirable** |
| * Knowledge of heating, bathroom and lighting products * Knowledge of ABC stock analysis * Knowledge of forecasting systems | * Desirable * Desirable * Desirable |
| **Experience:** |  |
|  | **Essential/ Desirable** |
| * Previous experience of forecasting * Previous experience of reviewing quantitative data * Previous experience in dealing with UK, Europe and far east supply chain * Previous experience of reviewing supplier performance | * Desirable * Desirable * Desirable * Desirable |
| **Qualifications:** |  |
|  | **Essential/ Desirable** |
| * GCSE’s pass Grade C/4 or above in Maths and English. | * Essential |
| **Skills & Ability:** |  |
|  | **Essential/ Desirable** |
| * Able to identify issues and to apply the appropriate resolution. * Able to work effectively on own initiative as well as part of a team. * Good attention to detail whilst delivering high quality work. * Excellent interpersonal skills across all methods of communication. * High quality written ability to produce information in a clear and concise format. * Highly organised and efficient. * The ability to work quickly and accurately on a variety of tasks. * Proficient in Microsoft excel * High standard of accuracy and precision always needed * Ability to think logically * Numerate * Ability to prioritise own workload | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |
| **Communication:** |  |
|  | **Essential/ Desirable** |
| * You will be able to communicate clearly and effectively with a diverse range of people (both verbally and in writing). * You can explain things clearly and precisely to others. * Actively listens, shares information, and proposes suggestions and solutions; * You show respect and fairness when communicating, taking into account the feelings of others. | * Essential * Essential * Essential * Essential |
| **Behaviour & Personal Characteristics:** |  |
|  | **Essential/ Desirable** |
| * A positive ‘Can do’ attitude towards all aspects of the role * Loyal to LDG. * Leads by example and role models the values and behaviors that we always expect. * Build rapport and always displays integrity. * Treats everyone equally, with respect and dignity. * Enthusiastic and flexible team player with high expectations of self and others. * You will be able to adapt to new work challenges and situations, adopting a positive attitude to change. * Constructively challenges and accepts constructive challenge from others. | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |