

Stock Controller – Maternity Cover

Reporting to: Head of Distribution	Direct reports: None
Department: Finance & Operations	Location: Leyton, with site visits to Watford and Stoke-on-Trent

Company information

Established in 2000, Clinisupplies is a UK based medical devices company specialising in the manufacturing and marketing of products for the primary and secondary healthcare sectors.

Vision: Access to precision MedTech for every patient, globally.

Values

- Agile
- Inquisitive
- Collaborative

What do we stand for?

Same on outcomes. Better on price

At Clinisupplies, we want to make a difference in healthcare. That means understanding our customers' needs and delivering on their biggest priorities. We recognise that the NHS needs to offer quality of care and save money – that's why Clinisupplies offers products that are designed to deliver value to customers. With a strong focus on Urology, Wound & Skin care, and Wound Closure, our products and services are developed to assist clinicians and patients, with practical solutions that provide high quality outcomes at an exceptional price.

Role summary

This role is responsible for the stock management of all products Clinisupplies trades. It ensures that all incoming deliveries match expectation, checks and maintains accurate stock records between internal (SAP) and external (3PL) systems, and manages and resolves any discrepancies. Additional responsibilities include supporting regular stock takes, managing the process for stock expiry and write-off, and supporting QC with any necessary actions following investigations.

This role is covering maternity cover for 13 months.

Key responsibilities

The following provides an indication of the key responsibilities involved in this role but is not intended to be an exhaustive list of all duties that you may be required to do.

Goods in

- Check inbound goods against paperwork and clear necessary paperwork for release of stock to sale within agreed timescales as per the Goods-In procedure. Release stock once approved by RA & QC.
- Ensure goods-in are booked in accurately into all systems and ensure records between internal and external systems (e.g., 3PL systems and SAP) match.
- Identify and resolve any paperwork discrepancies with the inbound stock, informing the Buyer and Accounts Payable, and take any appropriate remedial action.
- Manage inbound and outbound stock discrepancies between systems with 3PL provider and make necessary stock adjustments where required. Report unusual discrepancies.

Inventory management

- Produce a monthly report that details all discrepancies found in the last month and highlights any trends.
- Work with QC to ensure any quarantined stock is checked and reported monthly.
- Produce a monthly report that highlights short-shelf life and expired stock, highlighting and agreeing necessary actions with internal stakeholders.
- Manage and coordinate replenishment/transfers of stock between warehouses, optimizing shelf space and costs of delivery. Identify and resolve any discrepancies.
- Work with internal stakeholders to support activities such as recalls, returns and replacements with inventory in SAP.
- Organise and manage the stock-take process. Produce report detailing accuracy and reviewing any discrepancies, root cause analysis and manage solution implementation with 3PL provider.
- Work with warehouse team to produce monthly inventory reports that demonstrate optimal location/layout of warehouse to create efficiencies with goods in/out.

Processes and procedures

- Ensure all activities carried out follow the stock control SOP and that in all cases, accurate records are maintained. Regularly review the stock control procedure to identify opportunities to improve or create efficiencies within the procedure.
- Work closely with procurement, quality, and customer services, to support process improvement and create efficiencies and cost savings throughout the supply chain.
- Be on-hand to respond to internal enquiries regarding stock management.

In all tasks and responsibilities, accurate records should always be maintained.

Skills and experience required:

Experience

- Experience in stock control – ideally with ERP systems experience (e.g. SAP, Oracle, etc.)
- Healthcare industry experience is an advantage.
- Excellent Microsoft Office skills.

Skills

- Well-organised and adaptable – excellent planning skills and ability to execute to deadlines, with flexibility to meet the changing needs of the business and the role.
- Practical thinker and problem-solver – good concentration and focus that allows you to clearly think through a problem and provide a practical, tangible solution.
- Logical and analytical – process-driven mindset with the skill to analyse qualitative and quantitative information to support good decision making.
- Good communicator – you can listen and speak confidently and sensitively to others as well as being able to use tools to help others understand the issue at hand.
- Self-motivated team player – you can work independently and as part of a team.

Clinisupplies Limited is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Clinisupplies is dedicated to the continuous development of our employees and offer excellent career prospects for the strong candidate. We offer an attractive benefits package including a competitive salary of up to £25,000 per annum depending on experience, 27 days holiday (increasing with service) plus bank holidays, pension, life assurance and personal accident insurance.