
JOB DESCRIPTION

Position:	Inventory Controller, HHC, Hachette UK Distribution
Department:	Operations
Reports to:	Head of Operations, Hachette UK Distribution
Direct Reports:	None but influencing a site of c150 people
Hours:	Notional 35 hours per week (Mon- Fri)

About Hachette UK Distribution:

Hachette Distribution is the leading book distribution company in the UK, providing comprehensive distribution services to UK publishers. Hachette Distribution has recently opened a brand new, state of the art distribution centre. HHC is one of the most advanced distribution centres in Europe, with leading-edge automation and modern systems which will ensure world-class service to customers and publisher clients. It will ultimately become Hachette UK's sole distribution centre and the publishers currently served by LBS and Bookpoint will migrate to it as part of a managed transition between 2018 and 2020. Hachette provides comprehensive distribution services to over 45 publishers, many of which are third party clients from outside the Hachette UK group. We ship more than 60 million books globally each year and supply one out of every four books to the UK trade.

The Role:

This role is an exciting opportunity to design and implement best practise inventory management ways of working into this brand new site. The purpose is to maintain synchronised system and physical stock.

The priorities for this role will be:

- Maintain inventory integrity between SAP, JDA, WCS and physical inventory
- Meticulously develop and implement the inventory processes for the distribution centre.
- Develop an excellent understanding of the inventory management tools within SAP, JDA and WCS and how to optimise their usage
- Support the Operations team to plan for each phase of stock transfer from the existing sites.
- Understand how to utilise the systemic tools to minimise stock reconciliation issues between SAP, JDA, WCS and physical stock
- Work with the Operations team to define stock targets and improve accuracy
- Build and maintain effective relationships with publishers and assist with stock queries, audits and insurance information

- Create a comprehensive set of inventory reports for internal and external usage
- Work with the broader management team to create a continuous programme of process improvement for the warehouse around LEAN principles.
- Coach, motivate and mentor the Operations team in the importance of effective inventory management
- Manage the flow of stock from external storage facilities to maximise availability

PERSON SPECIFICATION:

Essential Factors	Desirable Factors
<p><u>Knowledge, Experience & Qualifications</u></p> <ul style="list-style-type: none"> • Proven experience of inventory management in an automated warehouse environment • Proven track record of implementing new ways of working and setting up systems to improve inventory integrity • Highly collaborative able to work well with all levels within an organisation • Experience of managing a broad range of title with volatile demand patterns 	<p><u>Knowledge, Experience & Qualifications</u></p> <ul style="list-style-type: none"> • Knowledge of the book trade or media business or other FMCG product • Experience of demand planning • Knowledge of SAP and JDA • Managing external stock audits • Experience of using LEAN principles
<p><u>Skills & Attitudes</u></p> <ul style="list-style-type: none"> • Strong customer focus both internally and externally. • An ethos of quality excellence and continuous improvement • Excellent analytical skills • Tenacity to overcome resistance • Starter and finisher • Strong communication skills with the ability to influence others and deliver improvements • Motivational 	<p><u>Skills & Attitudes</u></p> <ul style="list-style-type: none"> • Presentation skills • Change management • Reporting experience using cognos • Enjoys sharing knowledge with others

Additional Terms & Quality, Health, Safety & Environmental Responsibilities

1. The Post Holder will be expected to complete an induction at the commencement of employment that includes safety, quality and environmental.
2. The post holder will be expected to adopt a flexible attitude to take account of the changing needs of the business.
3. This Job Description is not exhaustive and will be subject to review by the manager and the post holder.
4. During the course of his/her duties the post holder may become aware of confidential information in relation to the company or staff. Any breach of such confidentiality will be viewed with the utmost gravity.
5. You will be required to take reasonable care for your own health and safety and that of others who may be affected by what you do or what you fail to do.
6. Co-operate with management on safety, quality and environmental matters.
7. To report on all incidents, accidents, near misses, spillages, safety, quality and environmental hazards, diseases and illnesses to your line manager.
8. All staff with a requirement to lift and handle objects should receive basic in-house instruction in safe working practices.
9. In accordance with training and instruction, correctly use equipment and wear personal protective equipment supplied. To not interfere or misuse equipment provided for safety, quality and environmental purposes.
10. No stock / product is to be removed from site at any time.
11. As a member of staff of Hachette UK Distribution, you have the right to be treated fairly and with courtesy and understanding to ensure equality for all and respect for individual differences. You also have a personal responsibility for treating others in this way.