



JOB DESCRIPTION

Job title	Inventory Manager
Department	Supply Chain
Responsible to	Head of Supply Chain
Salary	Competitive
Hours	40 hours per week, Monday to Friday
Uniform	The Company wishes to portray a corporate and professional business image to its clients and customers. It also wants to ensure that clothing is compatible with safe moving and handling practices, reducing the risk of injury. To this end you will be supplied with Company polo shirts that you will be required to wear.

About the Company

Our purpose is to change the way people live in cities. By providing the means to commute or explore with a bike that you can take anywhere and store anywhere, we can make cities better places to live. We want to increase people’s freedom, improve their health and reduce society’s impact on the environment. We make more than just a bicycle, and we are more than just a bicycle company.

We continue to make the Brompton in West London, where we started in 1975, but our product has travelled far - we now export 80% of our bicycles to 47 countries. In the past 3 years we have invested in a new purpose-built production facility, transformed our digital architecture, opened new flagship stores and had our biggest product launch in company history and we’re not stopping there...

To truly deliver on our purpose, we need passionate, innovative and talented people that want to challenge the status quo and make an impact. We can offer you a job you won’t find anywhere else.

The role

To ensure Inventory across multiple warehouses are maintained, controlled and accurate. You would be expected to manage the weekly perpetual counts along with monthly mini stock takes, this would culminate in a yearly full stock count. Following on from the stock counts any discrepancies found would need to be investigated and fully resolved and any subsequent actions followed through to completion. You would need to provide a wide range of solutions spanning a multi-functional team. A keen eye for detail is an absolute must in this role.

The Person

The ideal candidate will be able to develop and comply with the businesses systems, procedures, objectives and time scales and approach all tasks with a focused attitude. They must provide the best possible solution when any challenging situations arise by examining facts, trying different alternatives and thinking things through. The successful candidate must be logical in their approach to decision making and ensuring that all facts and information are available for the necessary individuals and accurate.

They must be consistent in the manner in which a task is tackled, creating sound practical procedures which incorporate checks for accuracy and ensure that tasks are completed to the highest standard. The person in this role will be expected to give support and provide practical and sound advice and action in areas where competence and experience are needed.

They must always adopt an accommodating and helpful manner, debate and agree and where necessary

Adopt an accommodating and helpful manner, debate, agree and where necessary accept the objectives set by others and work within agreed parameters in order to ensuring tasks are complete. The person fulfilling this role should be able to operate in a technical and specialist area of the organization. They need to have the ability to work in a steady and thorough manner and have the persistence to see the job through to the conclusion. They must be conventional, co-operative, cautious, compliant, organised, predictable, methodical and routine-orientated. A questioning approach to task and high concentration on detail is needed

Main responsibilities

- Controlling the perpetual inventory stock counting
- Investigating any discrepancies and shortages to minimize overstocking and remove redundant and obsolete raw materials
- Organise the physical counts across various departments
- Continuous improvements, to introduce new ideas to further increase the inventory accuracy
- Maintain the ABC analysis of the main warehouse
- Maintenance of KANBAN cards and triggers
- Producing and maintain inventory KPI's
- Preparing the stock to be loaded into the new business ERP
- Attend meetings and work with the implementation team for our new ERP
- Be an integral part of the ERP inventory team
- Working to reduce the stock holding
- Report on inventory activities and variances
- Assess new inventory requirements
- In conjunction with the Warehouse Manager, organise the warehouse to maximise the storage area and ensure higher pick accuracies
- Develop an inventory tracking system
- Produce trend analysis on stock to avoid any potential inventory issues
- Conduct daily stock spot checks and report on findings
- Ensuring inter-warehouse transfers are maintained and accurate
- Develop and implement inventory control procedures and best practices
- Any other jobs that may be deemed necessary by the Head of Supply Chain

Personal attributes and skills

- An awareness of Health and Safety law and best practices
- Must be able to use Microsoft Office suite
- Must be highly proficient in MS Excel
- Must exhibit good interpersonal skills
- Must be able to prepare, plan and execute on your own initiative
- Keen attention to details

- Numerical skills are an absolute must
- Work as part of a cross functional team as well as on your own initiative
- Must have a “hands on” approach and a can-do attitude
- Punctual, methodical & reliable
- Provide a wide range of solutions
- Working experience within an ERP environment
- Fluent in English
- Good communication in a cross functional environment

Experience and Education

- Having worked in a Warehouse/inventory environment for more than 2 years
- A qualification in a related inventory/stock field would be desirable, however the ability to demonstrate a solid working knowledge in Warehouse/Inventory environment is essential.

Job profile

Brompton utilises Personal Profile Analysis and Psychometric Assessment during the recruitment process. This allows to identify the ideal behavioural requirements for each job function in terms of Dominance, Influence, Steadiness and Compliance. The ideal behavioural profile for this role is set out below:

Compliance (High C)

- Compliance with corporate values and culture is needed for this role
- The person in this role will be systematic and precise when completing all tasks
- A cautious and carefully considered approach to problem solving is an important aspect of this role.
- Technical interests, skills and experience are important characteristics required for this role.

Steadiness (High S)

- The person will possess a patient but persistent manner when handling various tasks
- Customer support and servicing skills are an important function of this role
- Consistency and reliability are critical to this role

Dominance (Low D)

- They will be able to exercise caution and care in their day to day responsibilities
- Risk awareness and concern for the impact of all one's actions will be expected of the person in this role

Influence (Low I)

- Being analytical and even sceptical will be expected of the person in this role
- A communication and presentation style based on hard data and careful analysis will be expected of the person occupying this role.

Benefits

Brompton offers you a very excellent working environment with enthusiastic colleagues who get along very well, communicate and co-operate with each other. The working climate is informal, but we work hard. Next to good terms of employment, Brompton offers you the opportunity to work in a responsible and challenging job within a dynamic, international and ambitious environment. We are all proud to be part of Brompton Bicycle; we all share the same passion and dedication to the company and the product, despite any differences in cultural backgrounds and skills.

- Large discount on your very own Brompton (family and friends get discount too).
- A choice of working hours, including a 9-day fortnight (i.e. every other Friday off).
- 20 days holiday, plus Bank Holidays, rising the longer you stay with us.

- Workplace Pension Scheme, Season Ticket Loan, Flexible Working, Cycle to Work Scheme and other similar benefits.
- Birthday Breakfast, Family Fun Days, Christmas Parties, Annual Bike Rides, Charity Raffles, Volunteering with the local community all go towards creating a working environment that is fun and enriching.

How to Apply

If you feel that you fit within the Brompton team spirit and you can bring talent, innovation and enthusiasm to our workforce then please email your CV and covering letter to the People team, at recruitment@brompton.co.uk. In the subject, please specify the role you are applying for. You are encouraged to submit when ready and not wait until the deadline.

You should be advised that any applications submitted without a covering letter and CV will not be considered for the role.

Applicants must have the right to work in the United Kingdom.

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.