INVENTORY CONTROL ADMINISTRATOR
FULL TIME – 6 MONTHS FIXED TERM

CANDIDATE INFORMATION

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ADVERT TEXT

INVENTORY CONTROL ADMINISTRATOR – GOODS IN
FULL TIME – FIXED TERM (6 months)

Based within our Inventory Control team and reporting directly to the Warehouse & Supply Chain Manager, the primary role is to ensure the efficient administration of a range of inventory control activities focused on goods in, customs administration and supporting stock control processes. In addition, the role will cover for other duties within the Inventory Control team including mixed case production planning and the updating of Maginus stock records from cards, replenishment reports and stock counts.

Duties include:

• Goods In
  o Schedule timely deliveries into the warehouse by communicating with shippers and monitor/manage their day to day performance
  o Work closely with internal departments to manage daily workload and space requirements
  o Sign off receipt paperwork
  o Process receipts onto the Maginus system
  o Complete the EMCS online submission of EAD’s (electronic administrative documents)
  o Monitoring shipper’s detailed performance – including paperwork, arrival time, damaged stock, failure to book in, vehicle size etc.
  o Produce receipt documents on a daily basis for goods in team members
  o Produce put away cards and pallet labels
  o Complete bi-monthly excise duty submission to HMR&C ensuring any discrepancies are resolved prior to submission

• Other Duties (absence cover)
  o Mixed case production planning
  o Create daily PI stock count sheets, resolve identified variances and correct system stock issues

Candidates must have:

• Excellent experience of Microsoft Office – Excel, Word and Outlook
• Strong written and oral communication skills
• Strong numerical and analytical skills
• Strong attention to detail
• Ability to plan and prioritise workload
THE WINE SOCIETY
JOB DESCRIPTION

Job title: Inventory Control Administrator – Goods In

Department: Inventory Control

Reports to: Warehouse & Supply Chain Manager

Job purpose:
To ensure the efficient administration of a range of inventory control activities focused on goods in, customs administration and supporting stock control processes.

Main duties:
- Schedule deliveries into the warehouse
- Communicate with shippers regarding booking in, late deliveries, customs documentation, all other queries and monitor day to day performance
- Work closely with internal Merchandising and Warehouse teams to manage/forward plan for due in volumes/scheduling and resources (including space) required to handle varying volumes.
- Provide the authorised signature and stamp on delivery notes and customs documents
- Receipt goods for both bonded and duty paid arrivals on to the Maginus system
- Complete the EMCS online submission of EAD’s (electronic administrative documents)
- Monitoring shipper’s performance – keep track of and report on performance of each main shipper relating to paperwork, arrival time, damaged stock, failure to book in, vehicle size etc.
- Produce receipt documents on a daily basis for goods in team members
- Produce put away cards and pallet labels
- Complete bi-monthly excise duty submission to HMR&C ensuring any discrepancies are resolved prior to submission

Other duties:
- Providing cover for the Inventory Control team including:
  - Mixed Case production planning
  - Update Maginus stock records from cards, replenishment reports, stock counts, etc.
  - Create daily PI stock counts, resolve variances and correct system stock issues
**Health and Safety:** All employees have a responsibility to carry out their work in a safe manner, reporting any incidents or problems to their Team Leader or Manager and taking all reasonable steps to minimise risk to both self and others.

**Variation:** The Society reserves the right to make reasonable variations or amendments to the duties and responsibilities of the post holder at any time according to the needs of the business.
# CANDIDATE PROFILE

**Job Title**  
Inventory Control Administrator – Goods In  

**Department**  
Operations - Warehouse  

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Essential or Desirable</th>
<th>Assessment Method:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CV = Curriculum vitae</td>
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<tr>
<td></td>
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<td>T = Test</td>
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<tr>
<td></td>
<td></td>
<td>I = Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PP = Personality profile</td>
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<td></td>
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<td>O = Other</td>
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</table>

<table>
<thead>
<tr>
<th>Experience</th>
<th>E/D</th>
<th>CV</th>
<th>T</th>
<th>I</th>
<th>PP</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previous experience of working in a warehouse environment</td>
<td>D</td>
<td>X</td>
<td>X</td>
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<td>2. Good experience of stock control</td>
<td>D</td>
<td>X</td>
<td>X</td>
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<tr>
<td>3. Previous experience of working with the EMCS and customs documentation</td>
<td>D</td>
<td>X</td>
<td>X</td>
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<tr>
<td>4. Previous experience of working with/managing performance of third party suppliers</td>
<td>D</td>
<td>X</td>
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## Knowledge & Skills

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<thead>
<tr>
<th>Knowledge &amp; Skills</th>
<th>E/D</th>
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<tbody>
<tr>
<td>5. Excellent experience of Microsoft Office (Outlook, Word, Excel)</td>
<td>E</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
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<tr>
<td>6. Strong written and oral communication skills</td>
<td>E</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>7. Good numerical and analytical skills</td>
<td>E</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>8. Good prioritisation and planning skills</td>
<td>D</td>
<td>X</td>
<td></td>
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<tr>
<td>9. Strong attention to detail</td>
<td>E</td>
<td>X</td>
<td>X</td>
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## Qualifications

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<th>Qualifications</th>
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<tbody>
<tr>
<td>10. Maths and English GCSE/GCE or equivalent</td>
<td>D</td>
<td>X</td>
<td>X</td>
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## Personal Attributes (attitude)

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<th>Personal Attributes (attitude)</th>
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</thead>
<tbody>
<tr>
<td>11. Flexible attitude / approach</td>
<td>D</td>
<td>X</td>
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<tr>
<td>12. Highly self-motivated and able to motivate others to deliver high service levels</td>
<td>D</td>
<td>X</td>
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<tr>
<td>13. Able to work within a team and lead performance to higher standards</td>
<td>D</td>
<td>X</td>
<td></td>
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<tr>
<td>14. Accepting of change within a business context and able to adopt and implement new processes</td>
<td>D</td>
<td>X</td>
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## Personal Qualities (physical)

<table>
<thead>
<tr>
<th>Personal Qualities (physical)</th>
<th>E/D</th>
<th>CV</th>
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<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Able to lift cases of wine up to 22kg</td>
<td>D</td>
<td>X</td>
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EMPLOYEE BENEFITS

At The Wine Society we are proud of our benefits package; here are some of the benefits you could enjoy as an employee:

**Holiday**
Holiday entitlement varies according to length of continuous service starting at 23 days and rising to 30 days per annum.

You are also entitled to paid leave for Bank and Public Holidays.

**Holiday Purchase Scheme**
Employees may purchase up to two additional weeks of annual leave each year.

**Pension Plan**
We operate a Pension Plan to which both the employee and The Society contribute. These contributions are invested by external investment managers to create a fund for retirement.

**Life Assurance**
Life assurance is effective from the start of employment at the rate of four times salary.

**Private Medical Insurance Scheme**
All our employees are offered the protection of a private health insurance scheme currently operated by BUPA. It is ‘free’ to employees (although it is a taxable benefit) and you are able to include your partner and/or children at a discounted rate.

**Permanent Health Insurance**
This scheme is designed to provide the security of a continuing income if sickness or injury results in long-term absence.

**Staff Discount**
Employees are eligible to enjoy staff discount immediately upon joining.

**Simply Health (formerly HSA)**
Employees may contribute weekly or monthly to buy health benefits (e.g. optical, dental and maternity treatment).

**Company Sick Pay**
A comprehensive scheme; entitlements are linked to length of service.

**Staff Interest Free Loan Scheme**
The loan scheme is intended to allow staff to borrow money for expenditure that would not be classified as part of a regular household budget.

**Sports & Social Club**
The Social Club is run on a voluntary basis by employees for employees.

**Car Parking**
Free on-site parking in Stevenage.

**Staff Restaurant**
Complete with TV and games area.

**Health**
Regular health checks and annual flu vaccinations are available to all employees.

Further details on all of the above benefits can be obtained from Human Resources upon joining The Society.
How to Apply

Please submit a comprehensive CV, detailing your most significant achievements, together with a covering letter that addresses the criteria in the candidate profile. You should also include details of your current salary package and notice period.

Applications may either be emailed to norgatem@thewinesociety.com or posted to the address below:

Michelle Norgate  
Human Resources Adviser  
The Wine Society  
Gunnels Wood Road  
Stevenage  
Hertfordshire  
SG1 2BT

Closing date for applications is noon on Friday 2nd August 2019

Please do let us know in your application if there are any dates you will be unavailable for interview.

Data Protection

As part of any recruitment process, the Wine Society collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. For full details, please see our Job applicant privacy notice that can be found on our website on the page entitled “Jobs at The Society”. If you would prefer to receive the document in an alternative format, please contact the Human Resources team who will arrange this for you.