

Job title	Contracts and Inventory Officer
Reports to	Procurement and Supply Chain Manager
Job grade	2
Date prepared	January 2025

Job purpose

The main purpose of this role is to assist the Procurement and Supply Chain Manager in the control of the inventory and order/replenishment of products for the web-shop, in liaison with Product Management colleagues.

The role includes overseeing inventory within the ERP stock control system.

Liaison with supply chain providers and NICEIC Digital team to ensure customers view a web-shop content that is current and dependable. Using lean and continuous improvement techniques which encourages drive and growth. Encouraging best practise within the role of onboarding new suppliers.

Dimensions

There are no direct reports. The post holder will have responsibility for inventory activities to a level agreed by the Procurement and Supply Chain Manager.

Duties and responsibilities

Contracts Management

- Engage with all areas of the business to support the review and assessment of new supplier onboarding.
- Provide financial analytical checks to requesters and set reviews where necessary.
- Making use of Government and financial website information e.g. Companies House and credit checking.
- Reviewing contracts held on the SolarWinds Contract database. Reaching out to business owner for updates.

- Staying aware of changes within the field of Procurement and the risk to Certsure.
- Undertake any procurement project related duties as required.

Inventory Management

- Manage the NICEIC Direct inventory, to achieve agreed stock and valuation accuracies.
- Proactively run MRP and stock reports to control NICEIC Direct stock holding.
- Creation of purchase orders on ERP system.
- Set min/max levels on stock lines as trigger points, considering seasonal items.
- Prepare and plan for future changes such as updates to regulations.
- Monitor stock on lines affected by the changes to minimise stock write offs.
- Collaborate with vendors and sales to mitigate risk of aged stock, agreeing returns to vendors.
- Organise stock return to supplier and credit note to compensate return.
- Action stock write offs on the ERP system.
- Oversee stock outages within agreed limits.
- Manage the Supply Chain/Direct inventory database in respect of code creation, code maintenance, code closure, lead time and cost price data.
- Log IT ticket requests for NICEIC direct products addition to the web shop by NICEIC Digital team.
- Send weekly stock cycle counts to the warehouse, run variance reports and liaise with the warehouse, post findings to update system.
- Promote and support best procurement and stock management practice.
- Prepare monthly data for procurement dashboard.

General

- Proactively and responsively offer customer service through diverse communication channels, focusing on the most effective way.
- Adapts and personalises communication style as needed.

Person specification (essential)

- Satisfactory level of knowledge of CRM and MRP inventory software systems.
- Proven stock control and procurement knowledge and skills.
- Experience of liaison with supply chain /logistics.
- An understanding of the financial implications of handling, storage, freight and returns.

- Excellent written and verbal communication skills, with the confidence and ability to communicate with people at all levels.
- Ability to embrace change and new ways of working; challenges the way things have always been done.
- Ability to build rapport with people inside and outside the business and maintain excellent working relationships.
- Excellent planning and organisational skills, with the ability to prioritise workload and achieve deadlines.
- Initiative-taking and keen to develop and learn new skills.
- Excellent accuracy and numeracy skills, along with high attention to detail.
- Ability to use own initiative and work with minimum supervision.
- Flexible and 'can do' approach with a willingness to help and support others.
- Creative with the ability to recommend modern and innovative solutions.
- Ability and commitment to follow Certsure's Values and Behaviours.
- Ability to work collaboratively across all areas of the business.
- Takes ownership and personal responsibility for own learning and development.
- Professional qualification in procurement and/or stock control, at least CIPS level 4 or IOSCM level 2/3.