

Job Description

Job Title:	Stock Analyst
Reporting to:	Stores Manager
Department:	Repairs & Maintenance
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	August 2023
Job Level:	12

Job Purpose

Provide auditable stock support to the Logistics Manager and Stores Manager, to ensure prompt and efficient payment of materials, goods and services used by Eastlight stores in the delivery of our repairs and maintenance services.

Key Strategic Responsibilities

- Provide accurate and efficient maintenance of stock resources for the Repair and Maintenance service
- Ensure that all payments are in line with agreed timescales and are accurate.

Key Functional Responsibilities

- Offer maximum support to the store's team by carrying out various duties to ensure continuity of the stores service and to develop working practices and relationships
- Responsible for maintaining 1998 stock lines, ensuring accurate stock control for inbound and outbound stock in the main warehouse and across 100+ mobile vehicles creating processes to improve stock accuracy and reporting to the Stores Manager
- Support 100+ stockholders with their day-to-day stock queries and monitor and report to the Area Tech Supervisors, van stock levels and material usage
- Assist the Stores & Logistics Manager by taking ownership for investigating and auditing all stock movements for transactional accuracy and reporting to the Service Delivery Management team
- Extract data for analysis from core systems, interrogating all stock discrepancies, and providing solutions and corrective actions
- Liaise with ICT and work together to design and deliver effective daily reports and ensure applications are in place to analyse data to drive significant improvement in management information
- Produce daily and monthly reports and KPI's (Key Performance Indicators) to support daily operations and management of Stores
- Comply with all procurement & financial controls and processes in the business with regards to financial regulations, standing orders and procurement limits
- Responsible for matching and approving all Stores invoices, liaising with in excess of 30 external suppliers on any discrepancies and managing the resolutions

- Using a variety of software/databases ICT systems for the processing of invoices, management and reporting of stock, maintenance of suppliers and stockholders' details
- Work with cross-functional teams to understand issues and propose solutions. (Voids, K&B, Roofing) Take ownership of new systems/software developments, including full testing and working with ICT during implementation

Person Specification	
Education & qualifications	<ul style="list-style-type: none"> • GCSE levels 9-4 in Maths and English or demonstrable level of numeracy and literacy skills
Experience	<ul style="list-style-type: none"> • Proven ICT skills and experience of maintaining systems information • Previous experience of working in a team within a busy office environment and maintaining records
Knowledge and Skills	<ul style="list-style-type: none"> • Proven communication and interpersonal skills and ability to interact with suppliers and colleagues to create effective working relationships • Ability to prioritise and work to tight deadlines • Ability to control payment process, challenge invoices, produce letters, job instructions and statistics • Customer focused • Ability to work on own initiative • Able to communicate with staff and managers in a timely and accurate manner on stock audit requirements • Knowledge of dealing with suppliers, especially relating to stores materials