



> POSITION: INVENTORY CLERK

Reporting directly to the Inventory Controller, the Inventory Clerk will play a critical role in ensuring SYR deliver a high class service performance. In maintaining the stock integrity across two sites, the candidate will be expected to ensure that all stock records are accurate, reviewing daily and weekly statistics and conveying the information to managers. The Inventory Clerk will also be responsible for ensuring stock losses and errors are kept to a minimum, highlighting any stock discrepancies and investigating them appropriately.

The successful candidate for this role will possess strong interpersonal skills, developing good working relationships with other department team members, with an appreciation for the interdependencies between business areas. SYR is a leading manufacturer, with a reputation for supplying a high quality and reliable service, so this is an exciting opportunity to play a key part in a global business, helping us to maximise our growth as a company and continue delivering the very best.

Key Responsibilities:

- Implement effective stocktaking schedules, systems and procedures, maintaining and developing efficiencies through continuous improvements.
- Conduct PI stock counts within company guidelines and timescales.
- Investigate variances against physical count of inventory and maintain records and information relating to differences.
- Periodically validate process and controls around stock movements and highlight any improvements required.
- Manage the systemic processing of product damages, customer returns and claims operations.
- Ensure compliance with all issues relating to Health & Safety, the Environment and Security.
- Develop Management Information reports.

Essential skills:

- The successful candidate should be a self-motivated, enthusiastic individual with the ability to remain calm under pressure. As well as possessing excellent communication skills to achieve effective relationships and organisation across all areas of the business, a professional attitude is essential for success in this role, as is a positive and flexible approach to work.
- Good general standard of education (numeracy and literacy).
- Strong interpersonal, communication (verbal and written) and organisational skills.
- Good standard of IT competencies (specifically Microsoft Excel).
- Analytical and logical approach to problem solving.
- Superb time management and organisation skills, with a keen eye for detail.
- Flexible approach to working hours and prepared to work overtime on occasions.

Benefits:

- Free Perkbox membership – access to range of discounts including money off supermarket shops and gym memberships.
- Employee Assistance Programme