**Inventory Planner Vacancy**

**Company description**

Danesmoor Group continues to significantly invest in its capability to be a prominent market leader in the manufacturing and distribution of kitchen and bedrooms, ranging from individual components to comprehensive complete solutions that include work surfaces. With a legacy spanning over 110 years, we take pride in our unwavering commitment to serving the UK KBB industry.

We bring together the most comprehensive range of quality products from the world’s leading manufacturers, together with the most flexible services, and bespoke design options - all supplied from under ONE roof. We’re committed to continuous innovation and a highly integrated, customer-centric approach, where delivering excellent service and understanding our customers’ requirements is at the heart of everything we do. Most importantly, each and every customer is supported by ONE personal team – dedicated to providing expert advice, and assisting a professional, streamlined journey from start to finish.

**Summary and Purpose**

We are an in-stock business, so the purpose of the Inventory Planner role is to forecast and order components to ensure that stock is on-the-shelf on-time to meet customer needs, while ensuring we don’t over-stock and avoiding excess and obsolescence.

You will be responsible for 5K+ components, several suppliers (inter-company and external), and purchases of over £15M per annum; managing the end-to-end supply chain from order, expediting, transport booking and customs clearances, booking-in and credit-note recovery.

**Main Responsibilities**

* Manage in-bound transport bookings and customs clearances daily;
* Plan and place weekly orders for components;
* Understand and support sales promotions and Customer spot buys, adjusting your ordering needs as appropriate;
* Manage bespoke/non-stock orders weekly;
* Expedite Purchase orders and report any potential delivery issues promptly;
* Check supplier order confirmations to ensure accuracy and resolve any discrepancies;
* Maintain and manager the procurement of stationery and housekeeping suppliers for the group;
* Collaborate with other departments such as sales, production and logistics to ensure seamless operations;
* Work closely with Suppliers and joint-problem-solve for issue resolution;
* Book in all Purchase orders accurately and in a timely manner;
* Follow data retention policies, which includes saving or filing and appropriate disposition of paperwork;
* Ensure adherence to health and safety standards within the purchasing function.

**General Tasks and Expectations**

* Maintenance of Item-master and Supplier-master data in the ERP;
* Spend/Usage analysis in support of sourcing activities;
* Analysis of supplier quotations and make sourcing recommendations;
* Support the Purchasing and Supply Chain Team by covering responsibilities during holiday periods;
* Occasionally work outside of normal business hours when necessary to meet business needs;
* Be available to travel, including overnight stays, to suppliers (predominantly in the UK and Europe and usually once or twice per annum).
* Efficient use of ERP systems, Omnis and StonePro to manage purchase orders and stock levels.
* Utilise Microsoft Excel for various purchasing tasks and data management.
* File all associated paperwork meticulously to maintain accurate records.

**Essential Requirements**

* Previous experience in similar role and/or in the KBB industry;
* Recognised Qualification(s) in related field or equivalent experience;
* Proficient using MRP / ERP systems.
* Excellent interpersonal and communication skills;
* Strong ability to negotiate and influence;
* Excellent organisational skills and attention to detail;
* Strong numerical skills;
* Strong analytical and problem-solving skills, particularly using Microsoft Excel.