



Purchasing & Inventory Controller

Reporting to: Head of Purchasing

Job Location: Milton Keynes

Department: Purchasing

The Company

When it comes to designing, manufacturing and distributing party products, Amscan leads the way. With over 70 years' experience we bring exciting, innovative ranges for all occasions to more than 40,000 retailers around the world. At Amscan we pride ourselves on offering great products at competitive prices, combined with expert advice. We provide a One Stop Shop solution across the three main categories of party, balloons and costumes totalling over 12,000 products in the UK.

Our aim is to be the market leader in the Party, Balloon and Dress Up categories, the best product, the best service, the best place to work.

Scope and Remit

The postholder has responsibility and ownership of assigned Product Categories as well as named National Account Customers. The role involves utilising our stock management systems and business reporting tools to maintain optimum stock levels and targeted stock turns whilst keeping within the budgeted Open to Buy. From point of order to delivery of the goods, the supply chain process will be managed in conjunction with our shipping team to ensure product arrives in full, on time and at the right price. Responsibilities also include analysing third party forecasts and reports and generating reports/data analysis for key accounts.

Core Duties

- Use effective and reasoned inventory planning at category and SKU level by using considered data analysis, product and commercial knowledge to ensure optimisation of stock levels.
- Maintain oversight of stock levels within assigned Product Categories and ensure the budgeted Open to Buy is adhered to.
- Raise purchase orders to deliver timely stock levels, whilst maintaining agreed levels of stock throughout the seasons.
- Inventory Account responsibility for named National Account Customers, working closely with the Account Manager to ensure that forecasted stocks are managed and available for the customers at the right time.
- Plan and develop product introduction and subsequent exit strategies working closely with product managers, taking into consideration freight volumes/lanes/charges and commodity tariffs.

- Improve departmental effectiveness by enhancing the S&OP Processes.
- Control and manage vendor performance per selected categories and provide necessary analysis for review.
- Monitor and manage operational costs such as cost price of goods and vendor returns.
- Process BOM's and MO's in a timely fashion.
- Ensure product status and data integrity is always maintained.
- Monitor and chase production and lead times with vendors.
- Ensure that KPI targets are met.
- Maintain contact and communication with internal and external sales teams to assist with customer issues and provide necessary reports.
- Collaborate on the development of customer focus initiatives.

Knowledge, training and experience required

Skills

- Organisational and administrative
- Prioritisation and workload management
- Strong attention to detail and accuracy
- Excellent numeracy and analytical skills
- Good communication skills – written and verbal
- Ability to create strong working relationships both internally and externally
- Evidence of strong negotiation skills and commercial awareness
- Computer literate, specifically Microsoft Office with expertise in Excel

Knowledge and Experience

- Proven experience of working in a similar purchasing environment
- Knowledge of MRP systems and supply chain analysis
- Good research and information gathering skills

Qualifications/Training

- Ideally CIPS qualified/part qualified

Key behaviours and personal attributes

Embrace the Amscan family values by being:

- Positive and demonstrating an enthusiastic and 'can do' attitude
- Respectful, supportive and empowering your colleagues
- Proactive, and turning problems into solutions and learning opportunities
- Customer focused and striving for success
- Team oriented, balancing hard work with our passion for a party

Other key behaviours and attributes:

- Flexible approach to work and embraces change in a positive manner
- Open to learning new effective ways of working