

Job Description

Role Title: Stock Control Manager

Location of Role	UK Head Office, Hemel Hempstead
Department	Logistics
Reports To	COO
Direct Reports	Logistics team
H.E.L Contact	Al Lockley
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About H.E.L

Our mission at H.E.L Group is to make a healthier, sustainable, safer world for everyone. We equip scientists with the right tools and knowledge to develop safe, efficient new processes and molecules that benefit the world and its population.

Our core values are:

Insightful through Experience
Collaborative by Design
Tenacious in Spirit
Proud of Progress

We operate globally with offices in London - UK (HQ), Princeton - USA, Beijing - China, India and Singapore and field-based staff across our direct regions and trusted partners in distribution territories.

Core Competencies

Core Competency	Overcoming Challenges with Solutions
Linked Value	Insightful through Experience
Description	<ul style="list-style-type: none"> • Draw upon our vast experience to meet, and exceed customer needs • Use challenges as opportunities to improve and grow • Embrace innovation and champion change • Lead the most customer-focused, commercially driven solutions to success

Core Competency	Cross-Functional Working
Linked Value	Collaborative by Design
Description	<ul style="list-style-type: none"> • Build solid relationships with colleagues within other areas • Balance perspectives of all involved • Work collaboratively to achieve the shared goals • Contribute towards cultivating a one-team culture

Core Competency	Getting the Job Done Well
Linked Value	Tenacious in Spirit
Description	<ul style="list-style-type: none"> • Demonstrate resilience to complete challenging work • Draw upon all available resources and spot problems early • Go the extra mile to achieve desired outcomes • Share knowledge and expertise with colleagues and customers

Core Competency	Being a H.E.L Ambassador
Linked Value	Proud of Progress
Description	<ul style="list-style-type: none"> • Represent H.E.L in the best way possible, internally and externally • Be a positive role model within the business • Promote our external reputation • Celebrate the successes of others

Key Responsibilities of the Role

Primary Purpose

The Stock Control Manager is responsible for overseeing the Company's inventory. The stock management function applies to every item used to produce the Company's products or services – from raw materials to finished goods. They will be responsible for maintaining accurate records, managing stock levels, and coordinating with various departments to ensure timely deliveries and replenishment.

Key Responsibilities

- Maintenance of accurate stock levels and control through real-time SAP administration and cycle-counting
- Overseeing the purchase of new stock based on sales orders received and forecast orders
- Provide high levels of logistical support to the production team, field service teams and the wider global organisation
- Ensure key parts are inspected and approved to ensure the quality of goods or equipment received
- Preparing reports and advising management on strategies to reduce cost, improve procedures and maximise efficiency
- Ensuring that inventory and warehouse staff follow relevant health and safety regulations and guidelines as set down by the Company
- Review Sales order intake against stock position daily
- Working with the COO, project managers and field service managers, maintain a detailed despatch plan for all equipment sales, and after-sales orders such as spares, replacements and parts supplied under warranty/service contracts
- Flexible approach to supporting the wider team and company goals as directed by management

Other Responsibilities

- Ensure timely communications with the customer at all stages
- Liaise with appropriate project managers and service managers to ensure customer requirements are met.
- Ensure all relevant processes and procedures are followed throughout the task and that documentation is completed in accordance with our quality and continuous improvement system.
- Maintain and constantly improve our quality of service to the customer

Candidate Requirements

Essential skills and experience

- Experienced SAP Business-One user for stock and inventory control, with a detailed knowledge of MRP implementation and management
- Competent in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook) email and use of the internet
- Strong administrative skills and well organized
- Proven ability of effective written and verbal communication and listening skills
- Strong interpersonal skills with an ability to effectively communicate to and manage a team
- Fluency in written & spoken English

Desirable Skills and Experience

- BEAS with SAP Business-One
- Ability to communicate with the team, stakeholders, and decision makers
- Sales oriented and service minded. Ability to be flexible in work schedule and accommodate unexpected work changes.
- Strong commitment to customer service and satisfaction
- Good communication skills, internal and external. Ability to work effectively both interdepartmentally and internationally
- Knowledge of other languages would be helpful

Training Provided

- Up to one-month initial training on the HEL Ltd implementation of SAP
- Training on company business information systems applicable for role
- Health & Safety Training, as required
- On the job training

Physical Demands of the Role

General (Check all that apply)

Criteria	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			

Weight lifting or Force Exertion (Check all that apply)

Weight	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Up to 10 pounds (4.5 kg)			X	
Up to 25 pounds (11.5 kg)			X	
Up to 50 pounds (23 kg)		X		
Up to 100 pounds (45 kg)		X		
Over 100 pounds (45 kg)	X			

Specific Vision Requirements (Check all that apply)

Ability	Required?
Close vision (Clear vision at 20 inches/ 50 centimetres)	X
Distance vision (Clear vision at 20 feet/ 6 metres or more)	
Colour vision (ability to identify and distinguish colours)	X
Peripheral vision (observing an area above, below, left or right while eyes are fixed on a given point)	
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	
Ability to focus (ability to adjust eyes to bring and object into sharp focus)	X