

Stock Replenishment Planner

Main Purpose

Management of the stock replenishment and logistics from Hallgarten's suppliers across numerous countries. With the job holder performing a Replenishment Planning, Logistics, and Stock Management role which requires an interface between the Sales Force, Suppliers and Shippers in order to master 4 key functions of the Role.

1. Ordering - Calculating what stock we require and when we require it.
2. Logistics - Ensuring the stock arrives at the time we require it to.
3. Goods-In Procedure - Creating Receipt Templates and signing off supplier and freight invoices.
4. Allocating – Ensure key customers stock requirements are always secured by reserving UK stocks where necessary.

Primary Responsibilities

- Calculation of stock requirements from all New World countries in order to maintain stock levels from those countries within defined levels.
- Place orders with suppliers from the countries above, and liaise with freight forwarders to ensure that those replenishment orders arrive at the specified time in order to fulfill our stock requirements.
- Calculate overseas reserve requirements and liaise with the relevant Brand Manager to ensure that those requirements are communicated to the supplier. Audit these reserves with the supplier at regular intervals.
- By liaising with the Sales Office, manage and communicate any U.K stock allocation of wines from the countries specified above which is necessitated by a foreseeable stock shortage - prioritizing our key customers as defined by the Customer Grading System.
- Liaise with LCB (London City Bond – logistics partner) to ensure they have all the necessary paperwork to allow them to book in and then receipt incoming orders in time to fulfill our stock requirements. Ensure that LCB are kept informed of the priority standing of incoming shipments.
- Ensure that supplier and freight forwarder invoices are 'signed-off' in sufficient time to allow the Accounts Department to pay our wine and service suppliers within the specified timeframes.
- Ensure that logistics procedures (freight rates, groupage shipments etc.) for the countries specified above are being realized in the most efficient and cost effective way possible.
- Form strong working relationships with our salesforce to ensure that they provide Significant Listing information, then log that information and amend annual forecasts accordingly.
- Undertake special projects to improve the processes and the efficiency of the department as a whole.

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Knowledge, Skills & Behaviours	
<ul style="list-style-type: none"> • Strong numerical and analytical skills • Basic Commercial knowledge (Especially knowledge of Wine Trends, Sales Seasonality, Customer 'hierarchy') • High level organisational capacity and attention to detail • Ability to prioritise key tasks • Computer literacy with Microsoft suite, Excel in particular (Cube Reports, Pivot Tables, and 'Look-Up's') • Previous use of Microsoft Dynamics NAV system preferable or similar ERP • Team Player who is able to build strong relationships with suppliers and colleagues • Adaptable to change and able to accept occasional uncontrollable logistics failures • Good communicator both verbal and written. • Works well under pressure • Problem solver • Able to influence others and negotiate a solution • Self-starter, able to use own initiative 	
Experience & Qualifications	Company Values
<ul style="list-style-type: none"> • Previous stock control and replenishment planning experience is required; within the Wine, Spirits and Beers industry is preferable. • WSET Qualification to Level 2 – or willingness to work towards it is desirable • Maths GCSE (or equivalent) Grade C or above 	<p>Empowerment</p> <p>Passion</p> <p>Innovation</p> <p>Collaboration</p> <p>Urgency</p> <p>Respect</p> <p>Education</p>

Please send through an up-to-date CV to hr@hnwines.co.uk and the closing date for applications is Friday 28th January 2022.