

Job Description: Stores Manager - Spare Parts Inventory

Position: Stores Manager

Department: Procurement

Reports to: Lead Procurement Manager

Location: Haddenham

Employment Type: Full-Time – On Site

Position Summary

We are seeking a highly organised and detail-oriented Stores Manager to oversee the inventory of spare parts for machinery in our engineering business. This role is essential to ensuring the availability of critical components while maintaining accuracy in stock levels. The Stores Manager will be responsible for managing inventory, conducting regular audits, and ensuring an efficient and reliable supply chain that supports our engineering operations. The ideal candidate will have a strong attention to detail, a proactive approach to problem-solving, and a commitment to ensuring the smooth operation of our Stores House system.

About GGR

The GGR Group Ltd is Europe's leading supplier of vacuum handling equipment, restricted access lifting machinery and mini cranes for the construction, rail and utility sectors amongst others. As a Sunday Times Fast Track 100 business and winner of HAE UK Hire Company of the Year, we are recognized for our first rate customer service, exceptional growth and innovative technology in the plant and equipment industry.

We are a growing business with over 150 employee and we are passionate about delivering great service and a can-do attitude for our large customer portfolio across the UK and Europe. Information about our products and services can be found at www.ggrgroup.com.

Key Responsibilities

- **Inventory Management**
 - Oversee and manage the inventory of spare parts for machinery, ensuring stock levels are accurate, up-to-date and aligned with business requirements.
 - Maintain detailed records of parts received, parts issued, and current stock levels in an efficient and organised manner.
 - Ensure stock is properly labelled, categorised, and stored to avoid damage or misplacement.
 - Implement and enforce inventory control measures to minimise discrepancies.
- **Stock Audits and Reconciliation**
 - Conduct regular stock audits to ensure the accuracy of inventory records and resolve any discrepancies promptly.

- Perform periodic cycle counts, including the identification of slow-moving or obsolete stock, and recommend corrective actions as necessary.
 - Report audit results and stock level status to the Lead Procurement Manager, including any issues that may impact operations.
 - **Procurement Support**
 - Work closely with the Lead Procurement Manager to monitor and forecast stock requirements based on business needs.
 - Ensure spare parts are ordered on time and in the right quantities to avoid shortages or overstocking.
 - **Process Improvement**
 - Continuously evaluate and implement improvements to inventory management processes.
 - Ensure adherence to best practices in stock management, minimising wastage, stockouts, or delays in operations.
 - Implement safety and security measures to prevent inventory theft or damage.
 - **Operational Support**
 - Work closely with the engineering team to ensure timely availability of parts, enabling efficient project completion.
 - Coordinate the preparation and delivery of parts to engineering teams, ensuring smooth operations.
 - Provide accurate and timely updates regarding stock levels and order status.
-

Key Requirements

- **Experience and Qualifications**
 - Proven experience in inventory management or store/warehouse management, preferably in an engineering or manufacturing environment.
 - Strong knowledge of inventory control processes and auditing procedures.
 - Familiarity with procurement processes and working in close collaboration with a procurement team.
 - Proficiency with inventory management software (SAP Business One) and Microsoft Office Suite (Excel, Word).
 - Forklift certification or experience handling warehouse machinery is a plus.
- **Skills and Attributes**
 - Exceptional attention to detail and a high degree of accuracy in all tasks.
 - Strong organisational and time-management skills.

- Ability to work independently and manage multiple tasks simultaneously.
 - Excellent communication and interpersonal skills, with the ability to work effectively within a team.
 - Problem-solving mindset and proactive approach to overcoming challenges.
 - **Additional Requirements**
 - Ability to work in a fast-paced environment and adapt to changing priorities.
 - A strong commitment to safety standards and maintaining a safe working environment.
 - A proactive attitude toward continuous learning and process improvement.
-

What We Offer

- Opportunity to be part of a growing and innovative business.
- A dynamic work environment with room for professional development.
- Supportive team culture and collaborative work atmosphere.

Job Terms

- Salary £40,000 - £45,000
- Monday to Friday 0830 – 1730
- 24 Days Holiday + Bank Holidays
- 4%/4% Employer/Employee contribution Pension Scheme
- Optional Company Healthcare Plan
- Use of on-site Sports Facilities

Contact Details

Please send your CV to:

Roger Millar

roger.millar@ggrgroup.com