

**Position:** Stock Allocator  
**Department:** Procurement  
**Reports to:** Procurement Manager  
**Contract Type:** Permanent  
**Salary:** Depending on experience  
**Location:** Letchworth Garden City

## Overview

We are looking for a Stock Allocator on a permanent, full-time basis to join our friendly team in the Letchworth Office. This is a key role managing the availability of stock lines, monitoring purchase orders and actively progressing deliveries to ensure supply is in line with service level agreements and customer expectations.

## Key Responsibilities

- Manage internal systems to ensure branches have the correct level of stock.
- Regularly review stock held across the branch network and take appropriate action when necessary to rebalance.
- Highlight any stock issues with the Procurement Manager and propose solutions.
- Undertake regular reports and ad hoc analysis when required.
- Calculate appropriate stock levels and create stock requests
- Track and maintain availability at SKUs
- Supplier forecasting
- Liaise with the warehouse for all stock-related enquiries.
- Develop analytical skills to interpret data and gain understanding of the business.
- Work with the Demand Planner to share best practice and develop skills

## Skills, Knowledge, and Qualifications

- Great attention to detail. Providing accurate and consistent high quality of work.
- Ability to demonstrate problem solving skills, time management and task prioritisation.
- Advanced knowledge of Microsoft Office (Excel - pivot tables & lookups) and the ability to learn new systems quickly.
- Excellent customer service, ability to maintain high levels of customer satisfaction.
- Ability to work well in a team, create positive working relationships and build rapport quickly with people at all levels and from different backgrounds.
- Experience using Inventory/Forecasting systems.
- Experience within distribution is preferable but not essential.

## What we can offer you:

This is a full-time, permanent role. Your working hours will be Monday to Friday 08:30am – 5:00pm, 40 hours per week.

- 20 days annual leave plus bank holidays increasing with length of service
- Auto enrolment Pension Scheme
- Full training

## About Fortus

We are Fortus.

We're incredibly proud to be Europe's fastest-growing security distributor, and we're just getting started! Our branch network now stretches across the UK, Ireland, and the Netherlands.

We provide high value add solutions to our installation partners across our CCTV, Fire, Access, Intruder, Gate Automation and Monitoring divisions.

We work as a valued partner with some of the world's most innovative brands and solution providers including Hikvision, Paxton, Pyronix, and Apollo. We're proud to supply their products, all backed up with a combination of our team's vast real-life experience with unsurpassed product and technical knowledge.

We are Fortus. We're here to change the game.

Future. Secure.