

## **JOB DESCRIPTION**

### **STOCK ALLOCATOR**

**Fortus** is Europe's fastest growing Security & Fire Distributor, trading across the UK, Ireland & Netherlands within key industry verticals of CCTV, Intruder, Access, Fire and Gate Automation products. We have a 14-branch network and are the only distribution Company in the sector to offer a complete "end-to end" security solutions Group.

We are currently looking to expand our Procurement Team at Letchworth. The procurement team purchases stock and maintains necessary stock levels for the group's customer base and branch trade counters. 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.

#### **The Role & 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 Head of Procurement UK 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 and Qualifications**

##### **Knowledge, Skills & Experience Required:**

###### **Essential**

- 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.

###### **Desired**

- Experience using Inventory/Forecasting systems.
- Experience within distribution is preferable but not essential.
- Experience within the tech/security industry is preferable but not essential.

**What we can offer you:**

This is a permanent full-time role. You will be working in the Letchworth office 08:30 – 5:00pm  
Monday to Friday, 40 hours per week.

- 20 days annual leave plus bank holidays – increasing with length of service.
- Auto-enrolment pension scheme

**No Agencies Please** - We thank you for your interest in working with Fortus, however, we will not pay fees or acknowledge any CV's supplied to Fortus unless you have been briefed on the role by our HR Team.