

## Inventory Controller

**Be part of something special. Join Vanden.**

At Vanden, we're passionate about transforming plastic waste into a valuable commodity. Our mission: "Vanden make recycling part of the supply chain, to optimise the use of plastics. We add value and educate our team and customers as we go."

Since we started on our journey, back in 2005, we've developed a worldwide presence, serving hundreds of customers in over 20 countries.

Our primary business is the trade of recyclable & recycled plastics which we operate via our offices in UK, Europe, Turkey & Asia. Our recycling facility in the UK, which opened in March 2017, specialises in the collection and recycling of plastic waste from manufacturing, distribution and retail across the UK.

We are embarking on an aggressive expansion over the coming 5 years to open a new division of the trading business that will drive us further up the value chain, whilst also developing our in house recycling capabilities and growing our existing trading operation.

### **Our ideal candidate**

Goal-orientated, not afraid to get their hands dirty and thrive in a dynamic environment. They turn challenges into opportunities and quickly solve problems. When things are tough, take perspective, step back and remain objective to ensure the desired outcome is achieved. In this way, we stay flexible, seek to pinpoint what really matters and find workable actions, quickly. Our people are eager to stay up-to-date by reading, attending training and take ownership of personal development.

### **Our Values:**

Living the Vanden Values is a key part of our culture. Our Values were created by the people in the business. Over a 6-month period in early 2018 we brought all our teams together to determine what it meant to be part of Vanden. Through a combination of telling stories of colleagues in action and establishing the type of environment we want to create, our 6x core values were born!

These are an important part of understanding if Vanden is right for you! Please take a look on the last page for a full description.

## Application Process

To apply, you are required to produce a CV. These need to be tailored to the job description and person specification and show how you reflect the technical and behavioural requirements.

### The selection process:

Successful candidates will be invited to attend a multi-phase assessment that includes:

**Step 1:** Initial Screening Call

**Step 2:** Online Interview

**Step 3:** Face to face Interview

**Step 4:** Reference Checks

## Job Summary

To best support us, our ideal candidate will have the ability to work with people in all levels of the business from the production floor to management. Detail driven and analytical, you will demonstrate absolute ownership over your essential responsibilities to achieve the required outcomes.

Working closely with the General Manager, the Inventory Controller will take an 'on-the-job' approach to learning the business and how best to support the factory team in recording and analysing cost and inventory data, with a natural drive to achieve and excel. You will need excellent Excel Skills and an ability to understand and interpret numbers with a real focus for detail, as well as a willingness to complete other administrative work with good grace and competence.

You will take full ownership of inventory count and reconciliation and be happy to walk the shop floor and get your hands dirty as often as is needed. You will demonstrate creativity in problem solving and when faced with challenges you will need to be patient, yet tenacious and persistent. This is not a role for a desk bound "number cruncher", but someone who wants to make an impact on the ground, who can interpret and question information gathered and provide insight and analysis of real commercial value.

You will need an open mind-set and the ability to work flexibly in a team, with your problem-solving abilities providing opportunities to build and enjoy the interaction with colleagues. You will need to be an excellent communicator, impatient to use your initiative and be both investigative and imaginative.

With no fear of failure, you will appreciate being performance measured and demonstrate adherence to our processes and procedures as well as driving change where you see areas for improvement. You will see areas outside your comfort zone as an opportunity to learn and demonstrate a 'can-do attitude' in assisting in ad hoc duties as and when needed to support the wider team.

Therefore, this role is suited to an ambitious individual who is excited to help drive the development and smooth running of the factory as a whole.

## Essential Duties & Responsibilities

- Meticulously log and collate data whether it is readily available or requires collection personally on the production floor

- Control and maintain stock sheets, ensuring absolute accuracy to drive high quality financial reporting on a weekly basis
- Contribute to the production of financial information for monthly forecasting, budget and performance for the factory
- Monthly WIP and inventory valuation and reconciliation ensuring that any variances are investigated, resolved and reported on in a timely manner
- Ensure appropriate controls are in place for all factory procurement, communicating with central finance teams to ensure alignment with company policy
- Utilise knowledge and experience to identify day to day inventory control issues and identify inventory control implications resulting from changing circumstances and enlist the support of team members to resolve
- Work with operations and business development teams to investigate unexpected results or adverse trends, and communicate outcomes to management to drive prioritisation and resolution
- Conduct ad hoc research and analysis for reporting as requested
- Assist in the implementation and maintenance of administrative filing procedures and systems to aid efficiency
- Assisting in financial documentation filing and archiving

## Person Specification

(all criteria are essential unless otherwise indicated)

### Knowledge (Education & Related Experience):

- Minimum of 2 'A' levels in relevant subjects
- Experience of taking responsibility for month end reporting of Work in Progress and Inventory reporting
- Experience of producing detailed costing reports and analysis that drove change with positive impact on KPI's
- Experience enhancing standard operating procedures
- Experience using accounting software and/or ERP systems is an advantage but not essential
- Experience working within a finance department is an advantage but not essential
- Proficient using Excel in particular and the Microsoft Office 365 suite

### Skills & Abilities:

- Highly organized and detail oriented
- Able to stand back and review data/information to see the 'big picture'
- Ability to apply logic and reasoning to complicated situations
- Anticipate opportunities and risks
- Be creative in implementing solutions to drive efficiencies and ultimately margin
- Capable of building rapport quickly with colleagues and customers
- Adept at effective colleague collaboration in achieving results
- Manage and respond rapidly to changing/competing priorities
- Highly organised, able to work independently to plan own time, e.g. use electronic calendars and reminders
- Capable of following internal procedures
- Able to present and clearly communicate information in speaking and writing
- Able to ensure tasks are completed on time and to a high standard
- Able to confidently communicate with all levels across an organization as well as with those outside the business

### Competencies:

- **Our Non-Negotiables:** Action oriented, Builds strong relationships, Curious, Driven to learn, Empathetic, Investigative, Reflective, Resilient, Resourceful, Seeks feedback, Trustworthy
- A people person who strives to grow and enhance their skill set in areas outside of their comfort zone
- Willing to take ownership of the role and drive success
- A proactive problem solver
- Fast learner and ability to deliver under pressure
- Self-aware and reflective on successes and failures – seeks feedback
- Resilient – able to quickly overcome disappointment and failure
- Not afraid to have challenging conversations
- Professional and ethical in their approach
- Values team above self

# MISSION & VISION

## MISSION:

- Vanden make recycling part of the supply chain to optimise the use of plastics. We add value and educate our team and customers as we go.

## VISION:

- To be the company that creates the most value from plastic waste. Producing quality commodities and products or empowering others to do so.

# VANDEN VALUES

## Teamwork

- We pull together as one unit, not just with those in front of us, but with all of our colleagues spanning multiple continents and cultures. We seek honesty and excellence to bring out the best in each other and do so without ego. Our collective knowledge and willingness to question is our superpower.

## Add Value

- In absolutely everything we do. We add value to our people, customers and product through constant education and optimisation. Vanden exceeds expectations in the Service of our customers, using each encounter as an opportunity to sharpen our skills and add more value than anyone else. When in doubt, we ask ourselves – “Am I adding value?”

## Growth

- Challenge ourselves and each other to learn new things and improve our skills. Be curious and industrious to redefine the boundaries of our knowledge, service and market. We're proud of our battle scars as our failures will always be the greatest opportunity for growth.

## Ownership

- Never afraid to get our hands dirty! We take pride in exercising absolute ownership over the outcome of every task or challenge. We appreciate the power of forming a plan before taking action and jump at the opportunity to take the bull by the horns when we do.

## Enjoy The Ride

- It only happens once! We can't always be serious and limit ourselves to be “business as usual”, so we encourage everyone to put their personalities into everything they do.

## Gratefulness

- Live everyday with an attitude of gratitude!