

# Stock Analyst

<b>Reporting to:</b>	Data, Risk and Compliance Manager	<b>Department:</b>	Data Analytics
<b>Location:</b>	Cardiff office		
<b>Days:</b>	Monday- Friday	<b>Schedule:</b>	9:00am - 5:30pm

## Information Security Profile: High

- This role will be privy to large quantities of confidential and sensitive information on a frequent basis and as such the individual undertaking the role will be expected to treat all information as sensitive discussing it only with those people who have the necessary authority.

## Main Tasks and Objectives

- Maintain a parts database ensuring sufficient information is available for correct identification in line with the needs of the business.
- Work with the service delivery team to ensure parts are stocked to the correct specifications for new and existing customers.
- Monitor part needs to ensure sufficient stock is available to fulfil requests.
- Identify alternative solutions or utilise forward stock locations when required.
- Produce and distribute the daily outstanding parts analysis
- Ensure that all FSL stock transfers are completed daily.
- Create all new Part Numbers in the METRIX management system
- Co-ordinate the spares purchasing as necessary for Break Fix outstanding calls.
- Monitor and request updates from the operational teams on all outstanding calls including accurate promise dates and availability of customer owned stock.
- Ad hoc ticket requests
- To be prepared to undertake any other reasonable tasks as required by my Line Manager which may be designated from time to time.

In addition to the above duties the post holder must be prepared to undertake such additional duties which may result from changing circumstances.

## Outcomes and Deliverables

- Correct parts are available to meet business needs.
- Old calls are minimised due to effective part or alternative planning

## Vista Values

- Customer Focused
- Teamwork
- Professional Standards
- Creative and Innovative
- Passionate and Proud
- Responsible and Accountable
- Ethical
- Honesty
- Trust and Respect
- Environmental Sustainability
- Socially Responsible

## Benefits

- Free on-site parking
- Free healthcare
- Group Income Protection
- Life assurance