Job Description

Job Title	**Asset and Inventory Controller**
Reports to	Logistics Performance Manager
Direct reports	Product and Capacity Coordinator Inventory Coordinator Asset and Inventory Technician x 2
Business Area	Logistics
Grade	Grade 9
Date	October 2026

1. Job Purpose

To manage and oversee YPO's asset and inventory function, ensuring effective control of inventory throughout the warehouse lifecycle, from the introduction of new stock through to replenishment planning and resource management.

The role is responsible for the planning, coordination and continuous improvement of asset and inventory activities, ensuring stock availability, operational efficiency and data integrity.

The Asset and Inventory Controller will maintain robust systems and processes, driving consistent team adherence to ensure high levels of inventory accuracy, asset control and operational performance.

2a Key Responsibilities

Functional Leadership

- Provide leadership and direction across the Asset and Inventory, Mezzanine Replenishment, Product and Capacity functions, driving performance, engagement, and alignment with YPO values and operational objectives.
- Lead and develop teams to deliver safe, efficient, and high-quality warehouse operations, fostering a positive culture, effective communication, and strong cross-functional collaboration.
- Oversee stock availability, replenishment, and product locating activities, ensuring service excellence, inventory accuracy, quality standards, and compliance with Health & Safety requirements.
- Lead and support continuous improvement initiatives to improve operational performance.
- Contribute as a member of the warehouse leadership team, providing expertise on inventory, capacity and resource planning.

Asset and Inventory

- Manage all inventory control activities to ensure stock accuracy, compliance, and operational effectiveness.
- Lead stock reconciliation, variance investigation, and corrective action processes to maintain inventory integrity and minimise losses.

Financial

- Manage YPO's assets and inventory controls, ensuring asset security, accurate asset records, and compliance with accounting policies and procedures.
- Oversee stock reconciliation, variance analysis, and financial control activities, maintaining robust documentation and supporting internal and external audit requirements.
- Develop, maintain and implement inventory control procedures and working practices.
- Build effective relationships with key stakeholders across Operations and Finance to support governance, reporting and business performance.

2b. Generic Responsibilities (must be kept in all job descriptions)

- Work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.
- Keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
- Ensure that services are delivered in line with relevant legislation, ISO standards and YPO objectives, values and policies including those relating to Equity, Diversity & Inclusion, Customer Care and Health and Safety.
- Undertaking such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

3. Dimensions

Responsible for the inventory control and replenishment of stock with an annual turnover of approximately £120 million, an average stock holding of £19.1 million, and over 10,000 product lines, ensuring stock accuracy and availability across the warehouse.

Responsible for maintaining the security, accuracy and control of YPO assets with a total value exceeding £22 million.

Leads replenishment activities within the Mezzanine operation, ensuring optimal stock availability to support the efficient processing of up to 21,000 customer order lines per day.

Has a direct impact on customer service and order fulfilment through the management of inventory accuracy, stock counting processes, and alignment between warehouse inventory records and ordering systems.

4. Planning and Organising

- Plan and manage ongoing stock counts with Operations and Finance to ensure accuracy.
- Maintain inventory control processes and records to keep stock accurate and compliant.
- Identify staffing needs across Inventory and Mezzanine Replenishment and plan resources accordingly.
- Work with Procurement and key stakeholders to keep product, location, and inventory data accurate.
- Manage mezzanine stock levels and replenishment to support product availability and order fulfilment.
- Monitor inventory performance, resolve issues, and drive continuous improvement.
- Lead warehouse space and product location planning to maximise storage and operational efficiency.

5. Problem Solving & Decision Making

- Analyse inventory and asset issues, identify root causes, and implement effective solutions.
- Use data and operational insight to improve stock accuracy, availability, replenishment, and resource use.
- Work with cross-functional teams to resolve issues, improve processes, and support business goals.
- Develop processes for monitoring, recording, and reporting stock adjustments.
- Prioritise workloads across the Asset & Inventory and Mezzanine Replenishment teams.
- Authorise stock write-offs up to £10,000.

6. Communication and Relationships (internal and external)

Internal
Warehouse, IT, Finance, Procurement, Supply Chain, Customer Service

External
WMDC internal audit, external audit, Suppliers

7. Special Features and Personal Attributes

Level 2: Proficient
This post is subject to the Fluency Duty under Part 7 of the Immigration Act 2016. The post-holder is therefore required to demonstrate a level of fluency which enables them to converse spontaneously with a natural flow, and explain complicated information, using accurate spoken English (including technical or specialist terminology), to service users, and when required, demonstrate an ability to find alternative vocabulary in order to be understood.

Person Specification (Essential and Desirable Criteria)

8. Knowledge, Skills and Experience

Area	Essential (E)	Desirable (D)	Assessment (Application/Interview/Task)
Knowledge (Education, Qualifications and Training)			
Educated to NVQ level 3 or equivalent through relevant experience	E		Application
Degree qualified or relevant qualification		D	Application
Professional or management qualification or completed a relevant management development programme	E		Application
Up to date Knowledge of H&S regulations within a logistics environment	E		Application
Knowledge and understanding of financial accounting principles and stock accounting procedures	E		Application/Interview
Strong understanding of Warehouse Management Systems and ERP, and the financial non-financial impact they have	E		Application/Interview
Knowledge of warehouse process, to provide advice, guidance and recommendations to the Logistics Management Team	E		Application/Interview
Skills			
The ability to manage in a time critical, efficiency driven environment	E		Application/Interview
Ability to provide visible and supportive leadership, to motivate and develop individuals to achieve their full potential	E		Application/Interview
Adaptable in their approach to meet the needs of a diverse organisation and workforce	E		Application/Interview
The ability to plan and organise work schedules taking a calm level-headed	E		Application/Interview

approach when working under pressure to meet deadlines			
Proficient standard of PC Skills including Microsoft Excel	E		Application
Good analytical and numerical skills	E		Application
Qualified First Aider		D	Application
Fluency Duty: Must have the ability to converse at ease with members of the public and provide advice in accurate spoken English in line with Level 2 as stated in section 7 above.	E		• The application form (including qualifications gained) • Interview responses • Presentations or job-related discussions
Experience			
Previous management experience within a fast-paced, high-volume warehouse or logistics environment	E		Application
Experience of managing large volumes of data	E		Application
Experience of managing people to build effective and high performing teams	E		Application/Interview
Experience of managing performance (at an individual and team level)	E		Application/Interview
Creating reports for use at various levels of the business		D	Application

Jobholder Signature:	
Date:	
Manager Signature:	
Date:	