

JOB DESCRIPTION

Job Title: Inventory Controller – Medical Devices

Reports To: Purchasing Manager

Job Type: Full-time

Job Summary:

We are seeking a proactive and detail-focused **Inventory Controller** to join our supply chain team within the medical device industry. This role is critical to ensuring accurate stock control, regulatory compliance, and efficient supply of components and finished goods in a highly regulated environment. The ideal candidate will have hands-on experience with SAP, strong Microsoft Office skills, and a solid understanding of medical device inventory standards including documentation, traceability, and stock movement controls.

Key Responsibilities

- Review and refine procurement procedures to ensure traceability and reduce untracked or ad hoc purchases.
- Define and manage Minimum and Maximum stock levels to ensure appropriate inventory holding while avoiding shortages or excess stock.
- Analyse stock trends and assist in demand forecasting and inventory planning
- Upgrade the current Kanban process to increase visibility, accuracy, and replenishment speed.
- Analyse stock trends and assist in inventory planning for TWGL marketing and website sales.
- Track and report on inventory turnover, aged stock, and slow-moving stock, recommending actions to reduce waste and optimize working capital.
- Collaborate with the Procurement team to create and expedite purchase orders, ensuring materials are delivered on time to meet production/customer timelines.
- Support with part number creation and Bill of Materials (BOM) maintenance in SAP.
- Ensure all part numbers are consistently accurate, well-organized, and up to date in SAP.
- Work cross-functionally with Quality, Engineering, and Production to ensure inventory and material control meets medical device regulatory standards.
- Execute and manage all aspects of product change and discontinuation.
- Assist in implementing process improvements and best practices to increase stock accuracy and operational efficiency in line with continuous improvement goals.

Qualifications and Experience

- Previous experience as an **Inventory Controller** (or similar role) in the medical device, pharmaceutical, or healthcare manufacturing industry.
- Strong working knowledge of SAP/ERP systems and Microsoft Office, particularly Excel for reporting and analysis.
- Familiarity with regulatory requirements including ISO 9001 and 13485.

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- Experience managing stock parameters such as reorder points, safety stock, and lead times in a regulated environment.
- Knowledge of part number creation, BOM structure, and master data accuracy in ERP systems.
- Experience in a high-mix, low-volume medical manufacturing environment.
- Knowledge of lean inventory practices and continuous improvement methodologies.
- Exposure to supplier audits or regulatory inspections related to inventory and material handling.
- Strong analytical, problem-solving, and organizational skills.
- Excellent communication and teamwork skills to liaise effectively across departments.

Preferred Certifications:

- Certified in inventory control and management principles.
- Holds formal training in inventory and stock management.