**JOB DESCRIPTION**

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| Job Title: **Stock Controller**  Reporting To:**Finance Director**  Job Purpose: **To ensure, manage and control live ERP system stocks across the business** |
| **Main Responsibilities:**   * Stock inventory control and monitoring * Stock taking (month-end, cyclical and ad hoc) * Efficient storage, availability and classification of required stock * Ensure non-conformances are processed correctly and on a timely basis * Development and refinement of internal processes and controls * Implement stock issuing (and returns) procedures across the business * Identify and implement efficiency improvements * Preparation and communication of KPIs on a regular basis * Work alongside distribution, production and purchasing to ensure that the correct materials are available as required by the production schedule. * Liaise closely with Accounts regarding the investigation and resolution of variances * Communicate stock availability issues regularly with relevant interface departments. * Review and prepare all stock information on existing system, prior to migration to new ERP software. * Participate in projects / teams as required * Involvement in internal and external audits as required |

**PERSON SPECIFICATION**

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| **Job Title: Stock Controller**   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * 2nd level education | * 3rd level education | | Relevant Experience | * Previous experience in a stock controller / warehouse or logistics role | * Use of manufacturing / warehousing software systems * Experience of BRCGS | | Skills & Competencies | * Attention to detail * Excellent communication skills * Highly organised * Excellent IT / Computer skills * Self motivated and willingness to take the initiative | * Involvement in project based team work * Influencing and negotiating skills | | Circumstances | * Available to work flexible hours * Full driving licence | * FLT driving licence | |