**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
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**PERSON SPECIFICATION**

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| **Job Title: Stock Controller**

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * 2nd level education
 | * 3rd level education
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| Relevant Experience | * Previous experience in a stock controller / warehouse or logistics role
 | * Use of manufacturing / warehousing software systems
* Experience of BRCGS
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| 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
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| Circumstances | * Available to work flexible hours
* Full driving licence
 | * FLT driving licence
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