

JOB DESCRIPTION

ROLE: Stock Control Graduate

LOCATION: Ruislip

HOURS: Monday to Sunday (shift rotation) 45 hours

PRIMARY RESPONSIBILITY

The Stock Control Graduate role will be centred on immediate business issues, including elements of production, distribution, supply and logistics. In the position of Stock Controller you will be responsible of taking charge for day to day management of stock in the warehouse, ensuring stock is recorded accurately.

SECONDARY RESPONSIBILITIES

- Maintaining and monitoring Stock management and performance
- Record the incoming and outgoing goods
- Accept the goods in the Warehouse Stock Controller system
- To make Purchase Orders, Customer invoices and packing lists for Third party stocks.
- Liaising with Buying Departments to create purchase, sales orders and stock rotation
- To manage Stock allocations within the warehouse
- Distribution of stock between one site to our another site
- Identification of goods coming in to the warehouse
- Liaising with QA checking team in released stocks checking (if required)
- Liaising with Account Department for payment receipts
- Analysing company reports to resolve stock anomalies for both warehouses
- Provide detailed regular disposal report
- Ensure all stock movements are recorded accurately
- Ensure all stock is rotated according to Medical Expiry date
- To organise the quarterly stock takes.
- Investigate any stock discrepancies
- Meet stock audit compliances
- Review stock transactions between both warehouses
- Any other duties as required

KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree in a Business related field
- Knowledge and understanding of stock management.
- Ability to work on Microsoft Office, with a heavy focus on excel
- Ability to perform under pressure
- Clear verbal and written communication is essential
- High attention to detail
- Ability to work on own initiative and in a team
- Ability to manage time well
- Ability to adapt to change
- Good organisational skills
- Good level of numeracy