

## **JOB DESCRIPTION**

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**ROLE:** Stock Controller

**SALARY AND BENEFITS:** Negotiable

**LOCATION:** Baroda, India

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### **PRIMARY RESPONSIBILITIES**

- The primary function of the Stock Controller will be to ensure incoming product is receipted and managed appropriately according to company procedure.
- Execute inventory control measures to ensure the company minimizes stock holding and maximizes stock system and paperwork accuracy.
- The role carries responsibility for working with purchase, goods inwards and dispatch to ensure necessary functions are carried out correctly.
- The job role may include other reasonable duties/tasks from time to time.

### **SECONDARY RESPONSIBILITIES**

- Manage POD's, filing and minimise overstocks.
- Implement improvement processes and systems to reduce inventory, minimise costs and maximize working capital.
- Liaising with suppliers, transport and distribution companies.
- Manage and control perpetual inventory stock counting / inventory accuracy checks.
- Ensure works orders are correct and fully completed and that all stock has been allocated to the job correctly.
- Ensure integrity and accuracy of the stock management system
- Produce daily reports to ensure key critical areas of the stock system are controlled and any discrepancies addressed and resolved.
- Manage control measures to ensure mistakes, inaccuracies and discrepancies are highlighted, addressed and resolved.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Good communication skills - written and verbal.
- Excellent Excel skills including v-look ups, pivot tables and formulas.
- Attention to detail & should be able to work effectively to deadlines.
- Good business and customer awareness with good telephone manners.
- Good numeric skills & should be able to produce reports.
- Strong analytical and problem solving skills.
- Ability to take own initiative and complete tasks quickly with accuracy.
- Previous stock control experience, use of accountancy packages and knowledge of warehouse management systems.