

## JOB DESCRIPTION

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**ROLE: Stock Controller**

**SALARY AND BENEFITS: Negotiable**

**LOCATION: Perivale**

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The B&S Group are now looking for one Stock Controller to join our newly created stock control department. B&S is a fast growing pharmaceutical manufacturer and wholesale distributor providing excellent potential for career development. Although the business has a turnover of over £100m it is still privately owned with the friendly culture of a family run business.

### PRIMARY RESPONSIBILITIES

To maintain optimum stock levels that balance high availability to our customers without creating company overstocks.

### SECONDARY RESPONSIBILITIES

- To maintain optimum stock levels thereby driving high levels of warehouse 'pick availability' to maximise service levels to B&S customers.
- To raise purchase orders in line with the agreed B&S optimum stock algorithms to avoid overstocks.
- To flag any 'short code' stock before being purchased or when it is in stock and projected to result in a potential 'write off'.
- To form a bridge between the Operations Department and the Buying Department in terms of purchasing and stock availability.
- To progress chase late deliveries so that goods will be received prior to the business running out of stock.
- To use company 'exception' reports to resolve stock anomalies.

### ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- High attention to detail and accuracy
- Excellent communication skills
- Highly organised and numerate
- Ability to use Excel spread-sheets
- Adaptable and flexible attitude
- Good time management skills
- Ability to work under pressure
- Self-driven and motivated to achieve results
- Previous Stock Control experience desirable (but not essential)