

JOB SPECIFICATION – Stores Manager/Stock Controller

JOB TITLE:

Stores Manager / Stock Controller

REPORTS TO:

Operations Director

LOCATION:

Site based – across UK and Europe.

JOB DESCRIPTION:

The Stores Manager / Stock Controller is responsible for overseeing the inventory management of an organization, ensuring that stock levels are maintained at optimal levels, and that all materials and products are efficiently stored, tracked, and distributed.

This role involves managing stock records, coordinating procurement and logistics, and ensuring accurate reporting of stock movements.

ROLES & RESPONSIBILITIES:

- Maintain accurate inventory records and ensure proper stock levels.
- Monitor and record stock movements, including receiving, storing, and issuing of goods.
- Conduct regular stock audits and cycle counts to minimize discrepancies.
- Implement and maintain effective inventory control procedures.
- Work with other teams to manage stock replenishment and supplier orders.
- Ensure timely delivery of materials and products.
- Ensure proper storage of goods to prevent damage, loss, or spoilage.
- Organize warehouse layouts to optimize space utilization and accessibility.
- Enforce health and safety standards within the storage areas.
- Maintain stock records using inventory management software.
- Generate and analyze stock reports to inform decision-making.
- Prepare reports on stock levels, usage trends, and discrepancies.

PERSON SPECIFICATION:

- Proven experience in inventory management, warehouse operations, or supply chain management.
- Proficiency in inventory management software and MS Excel.
- Strong analytical and problem-solving skills.
- Excellent organizational and time management abilities.
- Strong leadership and team management skills.
- Knowledge of health and safety regulations in warehouse operations.

EMPLOYEE BENEFITS PACKAGE:

- Private Healthcare Scheme
- Pension Scheme
- 22 days annual leave, plus UK public Bank Holidays
- Additional day of annual leave for your Birthday
- Opportunity for continued professional development.

TRAINING:

Opportunities for training and continuous personal development.

**If you are interested in this position
please contact**

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