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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Stock Controller | Department | Services |
| Function |  | Site | Fakenham |
| Date |  | Approved by  (manager) | Gary Beck |

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| SECTION 2 – JOB SUMMARY |
| To count stock on a daily basis, investigate variances and liaise with supply chain teams to resolve stock queries. Ensure warehouse management system is updated at regular intervals to match physical stock counts. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Stock Management:**  To ensure that WMS is reconciled with the 3pl's warehouse management systems by carrying out daily/weekly reconciliations  To ensure that stock count frequency is maintained by the 3pl's  To ensure that all product groups are counted within the set parameters and this information is passed onto 3pl's  To identify any stock issues, i.e rotation and advise the 3pl's of this. To produce a weekly report on all stock gains/losses.  Carry out regular audits of the 3pl stocks | 45% |
| **Investigating stock variances:**  After count if any variances are found then additional checks to be carried out. Re-check stock count  Check on recent orders and stock movements. | 20% |
| **Liaising with supply chain teams:**  Ensure that all SSL stock information is passed onto warehouse team Discuss with supply chain teams any significant stock variances Report back to supply chain teams on reason for any discrepancies. | 15% |
| **Investigating paperwork and stock transactions:**  Carry out regular audits of paperwork, including stock transfer and putaway sheet and report issues via issues log to site management team  Prepare and submit inventory control reports to supervisor. | 10% |
| **Interface Systems:**  Oversee the functionality of interface systems and WMS with 3PL partners to ensure stock position is correct.  Highlight where interface system breaks down. Completing all sales order processing tasks to hit KPI's.  Completing all purchase order processing tasks to hit KPI's. | 10% |
| **Out of date stock management:**  On receipt of wastage authorisation from Supply Chain teams, dispose of stock after authorisation from SAC  Liaise with Charities to understand if they will take SSL/waste stock Confirm with customer services orders to be keyed on for SSL/waste stock/  Advise warehouse and Transport teams of action to be taken with SSL/waste stock | 5% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | GCSE Maths grade C or above |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Working in a warehouse / stores environment would be essential  Previous stock controller experience beneficial  Computer literate |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Good numeracy and literacy skills are essentially Strong perseverance and works through barriers Is personally committed to and actively works to continually improve themselves  Seen as a team player and co-operative Uses initiative to find potential solutions |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility  **N/A** | Direct/Indirect Budget  **N/A** | Size/Amount  **N/A** |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers | Provide weekly and periodical reports to show variances and wastage of stock.  Raise issues regarding H&S.  Advise Supervisors any issues within warehouse/stores. | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | **There is a requirement to work outdoors and also in a cold store** ( **Temperature -25}** |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 0 |
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|  | Reports to (Job Title) | Operations Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 – SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |