**JOB DESCRIPTION**

# POSITION: Stock Control Manager

**REPORTING TO:**  Managing Director

**SALARY:**  £20,000 - £24,000 Salary will reflect relevant qualifications, training, experience, and ability to meet the demands of the business.

**HOURS OF WORK:**  Monday – Friday 7.30 am – 5.00 pm. Overtime may be required.

**LOCATION:**  94-96 Hillsborough Road, Carryduff, BT8 8HT

**HOLIDAY ENTITLEMENT:**  28 days - includes 8 bank holidays pro-rata

**RESPONSIBILITY FOR:**

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**AREAS OF RESPONSIBILTY**:

Treatment Plant Facility and Maintenance Department stock control.

**OVERALL PURPOSE OF THE JOB:**

Day to day management and accountability of all stock movements, stock levels control including critical spares within specified min/max level. To liaise with various managers in relation to stock requirements. Be accountable for all associated documentation.

To fully comply with the Purchase Order Procedure. Maintain the store in accordance with Company QS&EMS Procedures, Safe Operating Procedures and Health and Safety law and regulation.

**KEY RESPONSIBILITIES**

* Order, receipt, control and issue of parts and consumables.
* Working with suppliers to ensure that goods are received in a timely fashion.
* Receive, unload, check and sign for all incoming stock ensuring correct quantities and quality.
* Storage of stock into designated stores area. Operate a forklift to offload goods and stack and store onto racking.
* Working on Spreadsheets to maintain live and accurate stock inventory on the company system to track items in stock and enroute 24/7, through periodic and cyclical checks.
* Reconcile physical stock and account for any variations. Resolve stock issues.
* Reporting shortages and damaged goods.
* Responsible for the documentation and safe return of damaged, incorrect deliveries or returnable items goods to supplier which will be made in a timely manner.
* Liaise with Purchase Department to confirm receipt or return of goods.
* Assign costs against specific items of plant.
* Housekeeping duties within the store and delivery area are always tidy and accessible for the purpose of maintaining a safe working environment when required.
* Participation in relevant training.
* Any other duties that the company deem appropriate including any other ad hoc tasks that may arise from time to time.

**JOB SPECIFICATION**

# POSITION PLANT / MECHANICAL FITTER

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|  |  | **ESSENTIAL** | **DESIRABLE** |
|  | **QUALIFICATIONS/****ATTAINMENTS** | Minimum GCSE Maths English Grade C or aboveBasic IT Skills. | * Forklift licence
* Clean Driving Licence
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|  | **RELEVANT EXPERIENCE** | * Store\Warehouse experience 2 years (required).
* Strong administration skills along with Basic Mathematics.
* Proficient in Microsoft Office programs including Excel.
* Experience in maintaining stock control systems and accurate stock takes.
* Evidence of good organisational, planning and time management.
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|  | **SPECIAL ATTRIBUTES** | * Excellent Organisational and Communication Skills
* Flexibility, willingness to learn and a Positive can-do attitude.
* Driven, enthusiastic, competent individual with excellent eye for detail.
* Excellent time management skills
* Excellent interpersonal skills
* Demonstrate good problem solving and decision-making skills.
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|  | **CIRCUMSTANCES** | * Able to work flexibly to ensure business needs are met.
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