

**Hörmann (UK) Ltd**

Doors for Home and Industry

**Shirley Dixon**

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Senior Management

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## Stock Controller Spare Parts

11<sup>th</sup> September 2024

Hörmann UK Ltd, are looking to recruit a Stock Controller-Spare Parts within our busy Operations Department.

The main purpose of the Stock Controller is to support the Stock Control department in ensuring that the company's stock levels meet the business needs, that stock is maintained in accordance with the stock control processes and procedures. Verifying physical stock reflects what is represented on the warehouse management system by facilitating regular inventory checks and audits. This is a full-time position 39.5 hours per week between 07:30 – 17:30 Monday to Thursday and 07:30 – 14:00 Friday.

### Key areas of responsibility:

- Timely purchasing of spare parts and accessories from our Factories and chosen suppliers.
- Verifying order confirmations, updating the system, and communicating expected delivery dates to the relevant departments.
- Accurate receipting of Goods inwards.
- Processing Scrapped / Damage / Credit notifications.
- Regular review of safety stock levels with the Stock Analyst.
- Monitoring shipments and following up on overdue and urgent deliveries.
- Ensuring stock transfers between departments are processed correctly.
- Weekly and Month Reporting.
- Assisting other departments with stock related queries.
- Ensuring any key performance indicators for the department are recorded and accurately maintained.
- Assisting in the processing of regular inventory stock counting / inventory accuracy checks.
- Comply with the Companies Health and Safety policy within your department.
- Other reasonable administrative functions to assist the department.

### The Successful Applicant:

- Computer literate with experience of warehouse management software (ERP & WMS systems) and competent user of MS Office packages.
- Familiar with MS Excel and confident working with numerical data.
- Strong communication skills, both verbal and written.

- A proactive individual with good interpersonal skills, highly organised and professional person.
- Experience in fast paced ever changing environment.

## **The Benefits**

- Free car parking at head office on a first come first served basis
- Up to 25 days holiday plus bank holidays
- Canteen facilities with cold drink & snack vending, microwave, and fridges
- Enhanced family friendly benefits
- Long Service Award
- Pension scheme – Salary sacrifice and contributions at a higher % than statutory
- Jury Service- Full pay
- Birthday gift and days holiday
- Reduced rate gym membership (Everyone Active Leisure centres in Coalville and Ashby)

This is only an outline of the responsibilities for this position. It is not intended to be an exhaustive list and may change from time to time to meet the changing needs of the business.

If you think you are up to the challenge, please email [k.seager.lei@hormann.co.uk](mailto:k.seager.lei@hormann.co.uk) with your CV and a covering letter\*.