

Stock Control Operative

Hörmann UK Ltd, are looking to recruit a Stock Control Operative within our busy Stock Control Department.

The Role

- Maintain stock levels to agreed criteria.
- Raise Purchase orders.
- Place timely orders for all packaging materials.
- Pick, pack and despatch spare parts / brochures / samples as per despatch notes / spares pick lists raised by departments.
- Ensure that spare parts being returned to stock have correct authorisation.
- Ensure all records are maintained accurately.
- Check, label, log and locate customer specials daily.
- Check and put away stock deliveries daily.
- Carry out weekly Rolling Stock Counts so that the **whole** stock range is counted within three months. Carry out additional counts as requested.
- Maintain accurate and clear documentation for **all** of the above processes.
- Implement the 5S principles in your area.
- Assist and cover for other members of the Stock Control team as and when required to ensure continuity of service to both external and internal customers.
- Assist other departments when required.
- Maintain a safe and clean working environment at all times.
- Maintain storage solutions.
- Maintain agreed stock levels of manually controlled items i.e. consumables, clothing, safety wear etc. as directed.

The Candidate

- Have a good understanding of SAP / BRAIN (although not vital).
- Have excellent communication skills both verbal and written.
- Be able to handle a fast paced working environment.
- Have good administrative skills with attention to detail.
- Be able to work well under pressure and abide to precise time lines.
- Be able to carry out other tasks within operations as requested to suit business needs.

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.