



Job Description

Job Holder:	
Job Title:	Stock Controller
Department:	Warehouse
Location:	Cooper and Turner Distribution – Rotherham
Reporting to:	Karl Walker

Job Description

Overall Goal: To ensure that all work procedures are adhered to in a safe manner whilst maintaining a high quality of work, working towards set deadlines and targets in the most efficient and productive way.

General Responsibilities & Brief (The duties listed below are not listed in any order of priority or importance and are not intended to restrict or prioritise the activities of the working day):

Key Tasks: -

- Issue stock take reports
- Condensing pallets of stock
- Counting stock
- Booking in manufactured product to stock
- Investigating and reporting any discrepancies in stock
- Updating excel spreadsheets.
- Administration of completed stock take reports.
- Working to tight deadlines whilst ensuring the highest standard of Health and Safety
- Use of Reach and Counterbalance Forklift Truck (training can be provided)

Key Attributes: -

- Keen attention to detail
- Self-motivated and proactive
- Basic knowledge of computer packages (Excel, Outlook)

Key Role Objectives

To deliver business/functional results, whilst developing and working towards the strategic core competencies and acting in the spirit of the company values (START: Safety, Teamwork, Accountability, Respect and Trust)

- *In the course of fulfilling this role as described, the actions and decisions made should contribute positively to the environmental, health and safety objectives and standards set out by the group. Specific personal annual objectives may be defined to this end.*
- *In the course of fulfilling this role as described, the actions and decisions made should take account of and aim to progress (where relevant) the company's ESG agenda. Specific annual objectives may be defined to this end.*

Signed (Manager)	Name	Date:	
Signed (employee)	Name	Date:	