

Stock Controller Job Description

Company Background

Encon Insulation & Nevill Long is the leading independent UK distributor of thermal and acoustic insulation, interior systems, fire protection, roofing, construction products and external façade materials.

As the Distributor of Choice, we take pride in providing the highest level of service and support. We have around 600 employees, with specialist teams dedicated to our key market sectors, and we work hard to add value to every project.

The Role

You will be responsible for the management of stock purchasing, to maintain stock profiles and levels and to control the receipt and recording of stock to agreed national and local policies.

Reporting to the Branch Director or Business Unit Manager

Key Relationships

Externally - Suppliers

Internally - Operations Manager, Branch employees and Purchase Services

Candidate Requirements

Behaviours:

- Customer focused
- Team player
- Can do attitude
- Flexible
- Good communicator
- Professional
- Detail & quality conscious
- Results driven
- Proactive.

Skills:

- Numerate
- Literate
- IT literate (MS office)
- Preferred purchasing & stock management experience
- Knowledge of computerised inventory system
- Health and safety aware.

Key Responsibilities

Customer Service and Performance:

- Compile purchase orders daily to maintain agreed stock profiles and stock levels, using local guidelines and system stock reports to maximise efficiency.
- Maintain and update maximum/minimum stock levels, to ensure stock profiles consistently match demand. Liaise with sales and management where necessary.
- Review and update back order file, to ensure that manufacturers' delivery schedules are kept, to advise sales personnel of any delays, and to purge any unwanted balances.
- Liaise with warehouse personnel to ensure that adequate storage is available for incoming stock, notifying management of potential problems.
- Maintain productive commercial relationships with all relevant suppliers to maximise returns to branch.
- Input receipt of goods, matching prices and quantities to purchase orders.
- Liaise with management to report and record any variances occurring at goods receipt – price, shortages, overages, damages to goods received, or any material returns from customers.
- Liaise with operations manager to control incoming goods, progressing delivery dates and reporting discrepancies.
- Receive and process de-logging variances, completing within 10 working days of receipt. Liaise with management where any discrepancies, taking preventative action where appropriate.

Compliance:

- Ensure accuracy of pricing on purchase orders, checking the application of standard and special prices or discounts. Maintain and update pricing and purchasing manuals, advising all relevant personnel of change.
- Ensure all documentation relevant to purchasing and stock control is processed and stored in compliance with QA procedures.
- Ensure you are familiar with health and safety rules and regulations, and that your responsibilities as an employee, in respect of health and safety, are carried out in full.
- Any other duty reasonably requested by management.

This list is not exhaustive and may be subject to local variation.

Standard Terms, Conditions and Benefits

Working Hours	40
Notice Period	1 Month
Restrictive Covenant	1 Month
Holiday Entitlement	23 Days
Encon Work Save Pension	Yes
Life Assurance Plan	Yes
Bonus Scheme	Yes