

## Role Profile

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**Job Title:** Stock Controller  
**Department:** Housing and Supplies  
**Reports To:** Stock Control Manager  
**Ref:** Ref-069, V1 – 23 Jun 2020

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### Role Overview

The Stock Controller is responsible for the company warehouse, controlling all stock within the group

### Main Duties

- Place orders, liaise with suppliers and plan deliveries
- Stock-take preparation, maintaining high level of Integrity
- Management of stock
- Identifying stock problems and resolving issues to reduce and prevent loss
- Other associated duties
- Maintain Health, Safety and Hygiene standards in accordance with Company rules and regulations

### Competencies to perform the role

- Be highly organised with effective time management
- Possess excellent numerical and analytical skills
- Hold a high level of product knowledge and a proven track record in stock integrity
- Demonstrate an aptitude for success through confidence, accuracy and team work to ensure we achieve our service guarantees

### Experience and Qualifications

- Previous experience in a similar role is an advantage but not a requirement