

Stock Controller

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Company: Think Specialist Recruitment

Location: Hemel Hempstead

Category: other-general

How does it sound working for a global company sound who work in collaboration with some of the worlds trendiest and iconic brands?

We're looking for a Stock Controller to join the team and work with this prestigious company and help them continue in delivering some of the top products across the world and of course ensuring they are in stock and available.

The role is going to be ideal for someone not only with proven stock control experience, but you also need to be someone that is an investigator at heart, meticulous and with great attention to detail, the person who will trace their steps and others to get to the bottom of what's happened to missing stock for example.

This company are based in Hemel Hempstead with their team working from the offices on a weekly basis, with the option to work at least 1 day a week from home - Working hours for this role are 8.30am to 5pm (30-minute lunch), 9am to 5.30pm (30-minute lunch) or 9am to 6pm (1-hours lunch) .

This is a permanent and full-time position, offering £30k to £35k as a starting salary, a relaxed and open culture very open to new ideas, employee discount and free-product scheme and 28 days holiday.

What to expect day to day?

Confirm shop deliveries when completed.

Investigate missing stock.

Warehouse Supplier Return and Shop Return note adjustments.

Process transfers to warehouse

Check & adjust shop requests for stock corrections

Shop stock-takes to be investigated and processed

Update, check & process transfers notes

Investigate and resolve web order queries

Investigate and resolve shop stock queries

Process returns to suppliers, organise collection & chase for credit notes

Weekly stock take of shops. Run reports, investigate differences with Area Managers.

Process and document adjustments, once approved by FD. What do we need from you?

Some form of Stock Control experience and use of stock control systems

A proven meticulous and investigative nature and work ethic

Flawless attention to detail

Numerical

Process driven

Flexible and open to working in an adaptive and changing business Looking for the next step in your career? Think Specialist Recruitment.

Think Specialist Recruitment is an independent support staff recruitment agency based in Hemel Hempstead and working across the Herts, Beds and Bucks area. We specialise in permanent, temporary and contract recruitment with areas of expertise including: administration, customer service/call centre, PA/secretarial, human resources, accountancy and finance, sales admin/sales support, marketing and IT Helpdesk/IT support.

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