

Stores and Shipping Controller

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Company: Butler Ross

Location: West Yorkshire

Category: other-general

Butler Ross have a fantastic opportunity for a Stores and Shipping Controller to join a company based in Huddersfield, the Stores and Shipping Controller will be responsible for managing, Goods In, Stock Management, Shipments and Project Based Stock Control. This role will be working in the procurement team and is 100% office-based Monday - Friday working 9am - 5:30pm.

Duties of the Stores and Shipping Controller

Manage the receipt of all goods delivered to site and stock control of fast-moving items and consumables.

Introducing processes to improve efficiency within stores & shipping.

Process and log supplier returns and the preparation of dispatch documentation.

Co-ordinate logistics including arranging transport, delivery, and documentation for international shipments.

Creating report on delivery and dispatch information to be able to evaluate performance.

Tracking shipments to report on any discrepancies.

Ensure compliance with import/export regulations/customs regulations and health and safety requirements.

Experience Required for the Stores and Shipping Controller

1+ years' experience in a similar role, this could be in stores or shipping or logistics.

Excellent communication, coordinating and planning skills.

Driven, self-motivated and able to work well under pressure/time constraints.

Able to work at speed with strong attention to detail.

Familiarity with ERP/MRP systems and strong IT Skills.

Location: Huddersfield, 100% onsite.

Working Hours: Monday - Friday 9am-5:30 with a 2 hour early finish on a Friday.

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