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| **Job Title** | **Stock Clerk** |

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| **Reporting to** | Stock clerk night / day shift |
| **Business Unit** | Supply Chain |
| **Department** | Distribution |
| **Job Grade (if applicable)** |  |
| **Location** | Cambuslang Depot |
| **Travel Requirements (if applicable)** | N/a |

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| **Role Summary** |
| * Maintain integrity of Stock Inventory. Produce all Stock reports in a timely manner. Accurately count a reconcile stock room reports. Ensure all Stock counting processes are adhered to in an accurate and timely manner. Liaise with warehouse for Stock counting windows. Accurately count and record inventory. |

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| **Key Accountabilities** |
| * Control traffic and inbound loads to the site. * Check documents and book stock into the system. * Liaise with warehouse for counting and information transfer to ensure stock files are accurate to maintain productivity. * Accurately count, record and reconcile any stock variances. * Analyse and produce reports on any stock issues. * Maintain security & health & safety process in line with the site policy. * Control of inbound loads factored and core brand. * Accurate data entry at point of receipt * Scheduling of stock counts across all disciplines. * Investigation of stock queries, reporting and communicating to management team * Compliance with a site processes for Stock control including wall to wall stock counts. * Compliance with HMRC Legislation. * Control of reverse logistics. * Production of accurate reports. * Working closely and effectively with the wider warehouse and stock team |

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| **Key Stakeholders** |
| **Internal**   * Stock Team Leader * Warehouse Managers * Transport Shift Managers * Finance Team * Goods in Forklift drivers * Yard Forklift Team |
| **External** |

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| **Skills** |
| * High level of numeracy * Ability to problem solve and make informed decisions quickly * Work effectively within a team environment, must also be self-motivated and able to work on their own initiative. * Able to communicate effectively internally and externally. * Ability to present information in an accurate and timely manner. * Ability to resolve problems and identify root causes in a timely manner. * Excellent aptitude to computer systems * Experienced and proficient in excel * Ability to work within a rapidly changing environment. |

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| **Experience and Qualifications** |
| * Experience in a similar role within a warehouse or logistics environment is desirable |

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| **Behaviours** | |
| **Tenacious**   * Never gives up * Demonstrates a positive, can do attitude * Is passionate, enthusiastic and engaging | **Trusted**   * Delivers what is promised * Keeps the customer at the heart of decision making * Is personally accountable for decisions and actions |
| **Tempted**   * Pushes the boundaries to enhance personal and business performance * Demonstrates entrepreneurial thinking to maximise commercial opportunities * Takes calculated risks and acts with pace to deliver | **True**   * Delivers for the good of the business as a whole * Builds strong relationships based on mutual respect * Play your part to ensure we work together as one team |