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

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| **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.
 |

|  |
| --- |
| **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
 |

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

|  |
| --- |
| **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.
 |

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

|  |
| --- |
| **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
 |