

Purchasing and Stock Controller Job Specification

Job Role: Purchasing and Stock Controller
Reporting to: Commercial Manager
Working Hours: 8.00 am – 5.00 pm Monday to Friday with 1 hour for lunch.
Location: Based at Stocks Ag – Wisbech
Description: Office based and hands on role liaising with Sales, Production, Finance and Stores teams. Accountable for accurate stock control of all stock, from component to finished whole goods, including spare parts. Responsible for the processing of purchase orders for operational consumables and services and for ensuring purchases are timed to meet the demands of sales and manufacturing.

Job Description:-

- Purchasing
 - Raising, placing and tracking purchase orders as required.
 - Owning the quality and quantity check process, working with the Stores team to establish a system to ensure accurate recording and receipt of stock, both physically and electronically.
 - Raising and completing works orders to ensure stock is correctly consumed and created within the stock system.
 - Suppliers
 - Owning and Managing KPI's for all suppliers of both services and products
 - Reviewing existing suppliers' quality, service and pricing.
 - Researching and establishing potential new suppliers
 - Obtaining competitive quotes and working with Design and R&D teams to establish new suppliers as necessary.
 - Managing returns, repairs and warranty replacements of faulty items
 - Keeping component costs and assembly cost information up to date
 - Admin tasks and data analysis as required to effectively deliver the role.
 - Delivery note and invoice reconciliation to ensure correct quantity and value information is processed when booking in stock.
 - As required working with the Sales Admin function to arrange transport as and when required to minimise landed costs.
 - Working with the Commercial Manager and Sales Manager to assist in absence cover for the Sales Administrator role.
- Stock Control
 - Monitoring Stock levels for production parts and finished goods.
 - Analysing lead times and usage of components on daily, weekly, monthly, annual basis.
 - Scheduling of purchases and prioritising of goods receipts to match sales budgets.
 - Establish and work with robust systems to ensure lead times mean that production stock and finished goods are kept at required levels.
 - Ensure stock is accurately located and tracked through the building.

- Provide product nesting files to deliver efficient cutting of profiles on the Laser minimising waste.
 - Assist the Commercial Manager in the implementation and delivery of Lean practices and cost efficiency when and where possible throughout the business.
 - Provide assistance to cover day to day and analytical tasks during Commercial Manager absence
- Key Skills
 - Accuracy and attention to detail.
 - Experience of lean thinking, project management and continuous improvement desirable
 - IT –
 - Advanced Excel skills
 - Purchasing/accounts/stock control software experience
 - Analytical -
 - Ability to and experience in analysing Data
 - Organisational Skills
 - Communication skills
 - Forklift experience and licence desirable but not essential (must be willing to undergo training if deemed necessary)
 - Agricultural Knowledge desirable but not essential