



## **Job Description**

### **Post – Stores / Stock Controller**

Job Title : Stores / Stock Controller

Reporting To : Team leader

#### Main Duties

1. Verify the suitability of goods received against orders placed.
2. Log all transactions on the stock control system.
3. Liaise with the purchasing and production departments to resolve queries and discrepancies arising from the receipt and return of raw material and finished goods.
4. Maintain accurate stock levels on the computerised stock control system.
5. Make up kits in a tidy and orderly manner in line with the company procedures.
6. Maintain the stores area to be tidy and organised.
7. Carry out stock taking tasks as and when it is required.
8. Pre-form materials as specified.
9. Participate in Canteen rota.
10. Carry out any other duties reasonably required by your employer.

The company is in a competitive market place and so while the above list is an indication of main responsibilities and duties it is by no means exhaustive and should be expected to change and develop as the Company changes and develops to meet varying operational requirements.