

JOB DESCRIPTION



TITLE: Stock Control Assistant

Assistant Stock Controller - Wilton Bradley Ltd are pleased to be recruiting for another key role within our fast-paced warehouse environment which serves both the wholesale & retail trade. Working closely with our Stock Controller, the ideal candidate will have previous experience in a stock control function, exposure to purchasing systems would be an advantage. You will be proactive and disciplined with great organizational skill as well as excellent time management. You will be expected to be able to work under pressure and to tight deadlines, disseminate information concisely and communicate effectively with both internal / external stakeholders including Auditors.

Duties will include but not limited to:

- Maintaining accurate stock levels
- Ordering equipment
- Investigating and solving stock variances
- Goods in Reconciliation with Purchase Orders
- Discrepancy Reporting
- Identifying and resolving any damages
- Assisting with quarterly stock taking
- Data Analysis
- Actively contribute towards inventory audits
- Assisting the Stock Control / Warehouse Manager with daily operations
- Any other tasks deemed by the company to be necessary for the successful completion of the role

Preferred skills:

- Must be comfortable being able to manipulate data, ideally with previous experience of Warehouse Management Systems (WMS) and finance or accounting packages
- Conversant with various Microsoft programs, in particular but not exclusively working in Excel with .CSV files
- Must be comfortable working both independently and as part of a team
- Be proactive with sound problem solving skills
- Meticulous, methodical and disciplined
- Able to work under pressure and to a deadline
- Reliable, honest and hardworking

About us:

Wilton Bradley are a well-established, family run, import and distribution company with a wealth of experience in sourcing goods from around the world, and in particular the Far East and China. We are specialists in leisure goods and our various brands cover surf/skate, water sports, outdoor play and toys. We trade in the volume affordable end of the market, but our brands are renowned for cutting edge design, quality and value for money. We have a talented in-house design and development team who are continually creating exciting and innovative material; we see brand and product development as a key to future success. Our customers range from; independent retailers, wholesalers, buying groups and major chain stores and a rapidly expanding network of international distributors.

For Further Information:

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