

JOB DESCRIPTION

TITLE: STOCK CONTROL ASSISTANT

Wilton Bradley Ltd are pleased to be recruiting for an Assistant Stock Controller (Import/Goods In). The candidate will need previous experience in an Import/stock control function, be proactive and can adapt quickly to a fast-paced warehouse environment. The ideal candidate will need the ability to communicate at all levels within the company and ensure great time management and organizational skills.

Duties will include but not limited to:

- Planning & booking inbound containers
- Ensure container schedule is communicated to all departments
- Inbound delivery administration
- Investigating and solving stock variances
- Goods in reconciliation
- Discrepancy reporting
- Identifying and resolving any damages
- Assisting with quarterly stock taking
- Data analysis
- Actively contribute towards inventory audits
- Assisting the Stock Controller/Warehouse Manager with daily operations

Preferred skills:

- Excellent IT experience including knowledge of Microsoft programs, most importantly Excel using .CSV files
- Previous experience of Warehouse Management Systems (WMS)
- Must be able to work solo and as part of a team
- Proactive with problem solving skills
- Meticulous, methodical and disciplined
- Ability 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.