

**Stock Controller**

**Company Background**

Store-All is one of Ireland’s largest supply chain management companies. The company currently manages in excess of 850,000 sq ft of warehousing across 16 locations across 8 sites in the South-East and has its HQ near Belview Port. The company offers custom and integrated (Transport & Storage) supply chain solutions for some of the world’s leading Food & Pharma multinationals. The company also provides Document & Self-Storage services. Further sites are being developed to support the business expansion.

**Reason for Vacancy**

The company has been recently bought out by two managers who have ambitious plans to develop the business. There is currently a requirement for a Stock Controller in our **Dungarvan Warehouse** who will report to a Customer Account Manager.

**A Day in the Life of our Stock Controller**

* Carry out your duties and responsibilities to the best of your ability.
* Integrate into a team environment and receive reasonable instruction from Store-All Managers and Supervisors.
* Set a good example to all personnel, whilst also communicating the importance of meeting customer, as well as statutory and regulatory requirements.
* Adhere to Store-All policies and SOP’s at all times.
* Follow Store-All Health & Safety policies, and inform superiors of any safety issues identified/observed.
* Ensure the accuracy of stocks in Store-All is your responsibility.

**Key Responsibilities**

Operations

* Issuing Goods In & Goods Out Dockets.
* Receiving orders from customers.
* Creating Stock Order Pick Lists/Work Order Movement reports.
* Maintaining accurate stock control.
* Cycle counting.
* Arranging transport, when necessary.
* Dealing with customer queries.
* Faxing/e-mailing dockets & reports to customers.
* Issuing week end reports and update of Management reports.

Quality

* Comply with GDP, Quality and HACCP requirements, as per Store-All SOPs and policies.
* Ensure that ISO9001, ISO 45001, HACCP, BRC, GDP standards and customer requirements are met at all times and up to date systems and forms are being used.

Compliance

* Total confidentiality must be maintained in all areas in relation to Store-All client information. No discussion with any client, supplier or third party in relation to another client’s or supplier’s property or information is allowed.
* Reporting issues (raising Investigation Reports).

Health & Safety

* Be aware of Health & Safety compliance. High visibility vest, safety shoes and company ID badge to be worn at all times. Smoking is strictly prohibited in our warehouses, offices & canteens.
* Health & Safety Awareness.
* Adhere to safety requirements, as outlined in our procedures and Safety Statement.

Training

* Training nominated personnel in stock control procedures.
* Ensuring all Training is completed.

**Experience & Skills**

* Manual Handling certificate desirable
* PPT, VNA & Counterbalance desirable.
* General Units training completed, desirable.
* Pharma Units training completed, desirable.
* Intermediate Microsoft Office skills required.
* Store-All Online Warehouse Management System training module completed, desirable.
* Experience as a Store-All Warehouse Operative, desirable
* Ability to integrate into a team environment, and where necessary, to work overtime to achieve a deadline.
* Air Cargo Security Training completed as per DOC036, desirable.
* GDP training completed.

**Benefits**

* Discretionary performance bonus.
* Travel expenses.
* Training and career progressions opportunities available.
* Employee Assistance Program.