

STOCK CONTROLLER / ADMIN ASSISTANT JOB DESCRIPTION

STOCK CONTROL DUTIES

- Processing purchase orders.
- Receiving Deliveries.
- Reconciling Delivery notes with purchase orders.
- Recording serial numbers where applicable.
- Organising stock on shelves and buckets.
- Place stock in designated areas for ongoing projects.
- Monthly stock take and reconciliation of stock.
- Testing returns and repair equipment.
- Arranging repairs and returns with manufacturers and suppliers.
- Dealing with e-bay sales.

ADMINISTRATIVE DUTIES

- Entering stock items in the system and allocating them to their respective jobs.
- Monthly stock take and reconciliation of stock.

GENERAL OFFICE

- Opening the mail & distributing it accordingly.
- Answering telephone calls, taking messages or dealing with callers when necessary.
- Keeping fleet vehicles' maintenance, MOT, insurance and accident records up to date.
- Booking vehicles repairs and service appointments when needed.