

Job Description

Stock Controller

ACCOUNTABLE TO: Purchasing Manager



Location: CPI Books Croydon

CPI Group has an opportunity for an enthusiastic person to join our dynamic team on a permanent contract in our purchasing and stock department.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

ROLE OBJECTIVE

- Responsible for ensuring that the company's stock levels meet business needs.
- Purchasing goods required for stock.
- Ensuring all deliveries have been received and booked into the company's MIS system, Imprint.
- Chasing missing deliveries with suppliers.
- Upkeep of company's MIS system.
- Control of all raw material stocks.
- Physical stock takes on consumable and consignment items.
- Control of supplier consignment stocks, including updating of spreadsheets.
- To advise on areas that require improvements in housekeeping, ensuring stocks are stored correctly and safely.
- Arranging stock returns and internal transfers.
- Building relationships with suppliers and participating in meetings.
- Assist with investigating invoice queries.
- Completion of month end and year end reporting.

KEY COMPETENCIES

- Accuracy and attention to detail.
- Previous experience in Stock Control.
- Good computer skills, including excel.
- Personable with good communication and relationship building capabilities .
- Ability to work as part of a team and under own initiative.
- Ability to work under pressure to meet deadlines.
- Contribute positively to the effectiveness and efficiency of the business.
- A flexible approach to work and workload requirements.
- An understanding for safe working practises in a factory environment.
- Good housekeeping practises and a desire to improve standards in the working area.
- Ability to multi-task and prioritise.
- Good computer skills, including excel.

If this opportunity appeals to you, please email your CV entitled "Croydon Stock Controller" to kpemble@cpi-print.co.uk

Hours of work: 8 hours per day Monday to Friday, 7am to 4pm, with 1 hour lunch break

Closing date for applications: Friday 23rd February 2024