

## JOB DESCRIPTION

# Stock Control Assistant

ACCOUNTABLE TO: Paper and Purchasing Manager

---

Location: CPI Books Chatham

CPI Books, has an opportunity for an enthusiastic person to join our dynamic team on a permanent contract in our Purchasing Department. The role will incorporate both working within stock control and our goods in area.

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 player to join us.

---

## RESPONSIBILITIES

- Control of all raw materials
- Housekeeping in our goods in area
- Off loading stock and loading vehicles with stock
- Operation and control of FIFO (First in first out)
- Purchasing goods required
- Updating information on internal systems
- Physical stocktaking
- Reporting
- Communicating with suppliers

---

## KEY COMPETENCIES

- Accuracy and attention to detail
- Good computer skills (including excel)
- Good time management
- Strong communication skills
- Able to work under pressure
- Able to work under own initiative
- Ability to multitask and prioritise
- Have a good work ethic and focus on standards required
- Able to work as part of a team and be willing to help at all times

---

If this opportunity appeals to you, please email your CV entitled "Stock Assistant" to [kpemble@cpi-print.co.uk](mailto:kpemble@cpi-print.co.uk)

