

JOB DESCRIPTION



Job Details

Job Title: Purchasing/Stock Control Assistant

Organisation Chart

CTD Group Commercial & Supply Chain

Stock Control Manager

Office Manager

Stock Control Assistant

Job Purpose

The Purchasing Assistant is responsible for processing stock orders to meet the needs of the Region/Branch.

Knowledge, Skills, Qualifications & Experience Required

- Good communication skills.
- IT literate.
- Ability to work on own initiative or as part of a team.
- Excellent planning and organisation skills.
- Product and technical knowledge desirable.
- Knowledge of Company systems and procedures.

Key Result Areas

- Analyse stock levels and generate purchase orders into Kerridge system.
- Arrange transport for foreign goods to be collected to meet Hub and Branch needs.
- Co-ordinate the movement of inter-branch stock transfers.
- Ensure that Branch stock file is fully updated to reflect current stock situation.
- Adopt good administration practices to adhere to Company procedures.
- Work with Head Office to resolve GRN queries.
- Ensure stock levels are within KPI data set.
- Produce stock control information and supporting initiatives aimed at improving stock management across the business.
- Receipt stock from Suppliers.