

Job Description

Designation:	Buyer/Stock Controller
Responsible to:	Finance Manager
Hours:	Full-time 39 hours per week
Salary:	Up to £25,000 per annum, dependant on experience
Based:	Halifax

Main Duties and Tasks (this is not an exhaustive list)

The position reports to the Finance Manager and has responsibility for purchasing, receipt of goods, stock control and despatch.

Key tasks include:

- Raising purchase orders and placing orders for goods with suppliers. This is generally equipment for clients but could also be internal company equipment needs.
- Ensure that all goods received and despatched are recorded correctly and update and maintain the stock lists to ensure they accurately reflect the stock held in the Warehouse.
- Provide detailed and accurate monthly stock lists to the Accounts Department in a timely manner.
- Ensure equipment purchased is priced competitively by continually cross-checking supplier quotes
- Build and maintain strong supplier relationships and a 'preferred supplier' list for the Company. Improve discount and payment terms from suppliers when possible.
- Prepare and arrange despatch of goods to clients.
- Work with the Service Desk to arrange RMAs for clients and supply Service Desk with manuals for new equipment sold.
- Take part in bid reviews and handovers of projects won to ensure all parties are aware of hardware pricing and lead times which could affect client installs.
- Keep the Warehouse clean & tidy.

Skills

The role requires a range of skills, some of which are set out below:-

- Excellent organisational skills
- Pro-active and forward thinking
- Excellent planning skills along with an eye for detail and a good understanding of the importance of tight stock control.
- Commercially minded with an ability to build an excellent rapport with suppliers
- Focussed on reducing the cost of purchases through preferred supplier deals and relationships
- A good knowledge of Excel and other IT skills
- Power-lift trolley operation (training to be provided)
- Be able to work unsupervised within tight deadlines
- A self-starter able to work on their own initiative
- Previous experience of using a stock control database or program like Sage 50 Accounts would be an advantage, but not necessary if there is a good knowledge of Excel and other IT skills.