

Stock Controller

Job Description

HYDAC Technology was founded in 1963 as an independent provider of hydraulic accessories including filtration, accumulators, valves, manifolds, coolers and electronic sensors. Today we are an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners worldwide.

The Stock Controller will report directly to the Export/Stock Control Manager and will primarily be responsible for assisting with the day to day running of Stock Control, involving some Planning for the Assembly Department in Charlbury but also other areas across Plant 1 and Plant 2.

Key Responsibilities:

- To continuously monitor and adjust stock records to ensure they are accurate and comply with latest requirements. This will include descriptions, stock levels, re-order quantities, identifying slow moving and obsolete stock and any associated price changes.
- To action weekly reject reports for Assembly updating stock records accordingly and liaising with QA to monitor trends and ongoing problems.
- To work with Assembly Supervisor or nominee in checking stock queries and inaccuracies on an ongoing basis and post any adjustments to stock as required.
- Assist Export/Stock Manager with planning and issuing of JCB breathers to Assembly Supervisor and ordering of necessary components for these breathers.
- Create new stock records with bill of materials or amend existing stock records and if required liaise with Engineering Department in accordance with company procedures.
- Assist Export/Stock Manager with costings for all materials and ensure that they are accurate and comply with latest requirements, including monthly Costing Run across all plants.
- Price new non-standard items as per instructions from Export/Stock Control Manager.
- Prepare and run monthly stock reports and updates, liaising with Export/Stock Control Manager as to timing.
- Assist Export/Stock Control Manager with Company Price List as required.
- Assist Export/Stock Control Manager with stock takes in Breather Assembly in Charlbury and if required across Plants 1 & 2.
- To provide cover for Export Clerk during absence, with processing of export orders, checking confirmations, order release, despatch and invoicing.
- To ensure that all work produced is to the minimum current Quality Assurance standards.

- Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities.

Essential Requirements:

- Experience of working within a Stock Control/Production/Assembly Environment
- Excellent Communication and people skills
- Ability to work under own initiative
- Ability to work under pressure and to deadlines
- Ability to work as part of a team
- Computer skills, including expert Excel knowledge.
- Attention to detail
- High level of accuracy
- Numeracy and Literacy
- Ability to follow instructions
- Driving Licence

Desirable Skills

- Educated to GCSE standard or equivalent
- Knowledge of Hydraulic Products
- Knowledge of quality procedures