



Role Specification – Stock Controller

The PCE GROUP of Companies provide cutting edge automated solutions to global markets, spanning a variety of industry sectors, including Medical/Ocular and Pharmaceutical.

With over 40 years' experience in providing bespoke turnkey automation, ranging from stand-alone machines, to fully integrated high throughput cells. We pride ourselves on being able to offer our customers the complete in-house solution - from design to delivery.

Role

The Stock controller will be responsible the flow of parts and materials throughout the site, monitoring goods in and out, the safe and efficient moving of goods and keeping accurate stock records.

Responsibilities

Goods In:

- Loading and unloading goods from delivery vans or lorries
- Checking that the correct quantity and type of goods have been received
- Quality control of goods in
- Recording any damaged, missing or faulty goods
- Signing the delivery form, once satisfied that the goods are complete
- Moving the goods to the correct area or location on the site, either manually or using mechanical handling equipment
- Labelling goods
- Booking-in of delivered goods
- Ensuring timely control and receipt of delivered goods to support business activities
- Regular and accurate completion of 'kit box' audits

Storage & Stock Control:

- Allocating storage space for goods and project work bins
- Issuing work bins to assembly engineers
- Relocating and re-stacking goods to make space for a new delivery
- Keeping computer records of goods, their location and quantity
- Ensuring delivery paperwork is passed onto the relevant department as required
- Continuous monitoring of stock levels and re-ordering when required
- Regular review of consumable stocks and interaction with other departments to ensure stocks are adequate
- Maintaining organised, tidy and controlled storage areas at all times
- Monitoring and returning to stock the residual parts from machine builds
- Support of stock taking activities

Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK

VAT Registration No. GB 318 6588 67

Registered in England No: 3801408 EORI: GB 318 6588 67 000

© 2021 PCE Automation Ltd. All rights reserved.

HR032 Role Specification v2.0

November 2021



Goods Out:

- Picking goods that have been ordered
- Keeping records of goods which have been picked
- Preparing despatch notes and labels
- Quality control of goods out
- Moving and preparing goods ready for delivery, either by hand or using machinery
- Safe packing and wrapping of goods out
- Creation of documentation for supporting correct packing for despatch.
- Specification of correct packing and shipping products (Crates, boxes, pallets, measurements and correct import specifications)

General Responsibilities:

- Compliance with security procedures and health & safety
- Maintaining the site in a tidy state and clearing away packing material and debris
- Using computerised systems, barcode scanners and other technology to record goods movement
- Liaising with suppliers, other departments, distributors and customers
- Arranging carriage of goods coming in or out
- Delivering goods directly to the customer and other sites if required
- Collecting goods directly from suppliers and other sites if required
- Maintaining work processes in line with the quality management system relevant to the department
- Adherence to company and department KPI's
- Supporting the business and department at times of high demand
- Attendance of departmental and company meetings to support the departmental functions.
- Any other activities essential to the growth & success of the business

Requirements

The following list is an indication of the skills required for this role: -

- Proven experience in stores
- Expertise in warehouse management procedures and best practices
- Proven ability to implement process improvement initiatives
- Strong knowledge of warehousing Key Performance Indicators (KPIs)
- Hands on experience with stock control software
- Proficient in using Microsoft Office
- Full, clean driving licence
- Forklift driving licence preferable
- Strong decision making and problem-solving skills
- A good team player
- Excellent verbal and written communication skills
- Able to work on own initiative
- Strong attention to detail
- Identify the needs and service of internal customers
- Ability to read engineering drawings as part of role preferable but not essential

Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK

T: +44(0)1502 713287

E: info@pce-automation.co.uk W: www.pce-group.co.uk

VAT Registration No. GB 318 6588 67

Registered in England No: 3801408 EORI: GB 318 6588 67 000

© 2021 PCE Automation Ltd. All rights reserved.

How to apply

Applicants must apply in writing, submitting a covering letter and full CV to our HR Department.

HR Advisor Laura Head l.head@pce-group.co.uk

Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK

T: +44(0)1502 713287

E: info@pce-automation.co.uk W: www.pce-group.co.uk

VAT Registration No. GB 318 6588 67

Registered in England No: 3801408 EORI: GB 318 6588 67 000

© 2021 PCE Automation Ltd. All rights reserved.