

Stock Controller Job Description

Duties and Responsibilities:

- Maintain accurate record of inventory and stock management systems according to set standards
- Ensure regulation of in-stock level complies with inventory parameters
- Develop inventory control models that promote lower cost of sales, shorter lead times, and reduced stock levels
- Oversee the standard of merchandising to ensure appropriate presentation of stock
- Collaborate with production personnel to ensure manufactured products are of consistent quality
- Engage in the forecast of supply and demand to obtain information useful in improving the continuity of supply chain
- Oversee the functionality of electronic ordering systems and POS systems
- Supervise the maintenance of a warehouse/storeroom and ensure proper arrangement of stock
- Carry out stock management operations in line with set product/retail policies and procedures
- Utilize specialized programs in maintaining record of store execution performance
- Conduct assessment of supply chain to identify risks and develop solutions useful in minimizing losses
- Oversee the placing of orders and ensure requested goods are delivered on time
- Establish and maintain good working relationships with suppliers to enable easier procurement of products
- Work alongside workshops personnel to ensure required products are readily available
- Ensure purchase inventory is within specified budget; readily notify the retail manager when budget is exceeded.

Stock Controller Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become a stock controller, you require at least a high school diploma or equivalent. Knowledge of spreadsheet programs and computer applications such as Microsoft Excel and Microsoft Word is also necessary for the job position. Stock controllers are usually trained by more experienced personnel to learn job operations among which include stock counting and inventory marking
- **Customer Service Skills:** Stock controllers often interact with clients in a store to assist them with finding an item
- **Communication Skills:** Stock controllers maintain contact with suppliers and vendors, communicating with them to receive or process orders
- **Math Skills:** As one of their key qualities, stock controllers employ their mathematical skills in calculating shipping costs and taking accurate inventory of stock.