

Job Description

Job Information	
Job Title	Stock Co-Ordinator
Business	Buildbase
Working Hours	Monday – Friday between 7.30am – 5pm and alternate Saturdays 8am – 12pm.
Reports to	Commercial Director

Job Summary

Responsible for the ordering of branch stock, stock control and related stock reports. Maintain updated stock purchase and direct invoice registers. Be fully active in product zoning branch. Provide customers with a knowledgeable, friendly and dependable service whilst optimising branch sales and gross profit.

- Typical Tasks & Activities**
- Work on stock ordering to ensure that stock is maintained at a level to meet customer requirements through correct stock level and product mix.
 - Controlling branch stock via deliveries and the timely return of faulty/damaged goods ensuring that stock records are up to date and correct.
 - Build effective working relationships with suppliers in order to maintain best prices and delivery service for the branch.
 - Efficient and timely attention to stock purchase and direct invoice register queries.
 - Demonstrate up to date product knowledge through regular contact with suppliers and product training programmes.
 - Work closely with Branch Manager and Assistant Branch Manager on stock control programmes to reduce aged stock.
 - Should be prepared to undertake relief sales counter work in a friendly and efficient manner while optimising branch sales and gross profit.

Skills & Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • Good product knowledge • Ability to work within a team and alone • Full awareness of branch stock at all times • Maintain related stock reports and invoice registers 	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working within a Builder’s Merchants

<ul style="list-style-type: none"> • Strong contribution to branch sales and margin 	
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Our Winning Ways
<p>Know Your Stuff</p> <ul style="list-style-type: none"> • Be the best at what you do and understand your customer <p>Don't Walk Past a Problem</p> <ul style="list-style-type: none"> • Make it a safe place to be • Ask for help if you need it • Take action to get things sorted <p>Find a Better Way</p> <ul style="list-style-type: none"> • Think differently and share new ideas • Make smart choices <p>Build Trust</p> <ul style="list-style-type: none"> • Listen with an open mind • Respect everyone • Keep your word <p>Team up and Beat the Competition</p> <ul style="list-style-type: none"> • Help others to be successful • Celebrate achievements • Work as one Grafton Team <p>Be our Customers' Favourite</p> <ul style="list-style-type: none"> • Go the extra mile • Be attentive • Make them feel valued