

Job Title:	Inventory Coordinator
Location:	Aberdeen (requirement to visit other locations, including Customers sites.)
Responsible To:	Inventory Supervisor
Direct Reports:	None
Review Date & Rev No	April 2021 - Rev03

Purpose of Job:	Administer stock control processes
Key Areas of Responsibility:	<ul style="list-style-type: none"> • Perform despatch note maintenance • Administer despatch not invoiced control processes • Process and perform stock checks. • Administer returns process. • Administer Group In-Transit process • Deputize for the Stock Control Supervisor during their absence
Interfaces (Internal/External):	Primarily customer services, workshop, stores and purchasing but other departments and locations as required.

Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> ▪ Standard grade education 	<ul style="list-style-type: none"> ▪ Higher grade education
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> ▪ Experienced in the use of an ERP system, particularly with regard to stock control and warehousing. 	<ul style="list-style-type: none"> ▪ Good understanding of the Hydrasun stock range and stock transactions
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> ▪ Numerate and Literate ▪ Competent in the use of MS Office software 	.

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date: _____

Name in Capitals ()

Signature of Manager: _____

Date: _____

Name in Capitals ()