



STOCK CONTROLLER FELIXSTOWE



The Company

PD Ports is a leading UK ports business offering end-to-end supply chain solutions, employing over 1,300 people in the UK. The Felixstowe operation enables connectivity and supply chain services, with access to all major roads - north and south, rail connections to Teesport, and storage facilities making it a central hub and main distribution center for any UK importer or exporter.

The Role

Reporting to the Stock Control and Systems Manager, PD Ports are looking to recruit a highly motivated Stock Controller to work within a busy team for contracts based at Felixstowe.

Working hours will be 40 hours per week, shift patterns are in place, flexible to the needs of the business - most duties are covered during dayshift operating hours.

The main duties of the role are:

- Count and stock check the minimum locations per contract assigned by the Line Manager
- Assist the operation with general stock related queries when requested
- Dealing with customer queries via telephone and e-mail
- Ensuring that any damages are reported to the client
- Identify issues with the WMS and escalate accordingly
- Review and monitor stock flow and liaise with First and Second Line Management to adjust pick faces accordingly
- Maintain accurate documented stock records and processes
- To assist with operational duties as and when requested by the Line Manager

Applicants will need the following qualifications and initial skill base to apply:

- GCSE Maths qualification minimum Level 4 (Grade C or above)
- GCSE English qualification minimum Level 4 (Grade C or above)
- IT Skills, Microsoft word, excel, outlook
- Experience of operating in a BRC environment
- Ability to navigate through a warehouse management system (WMS)
- Ability to operate machinery, a Flexi Forklift Truck and Scissor Licence would be preferable, however training will be provided if necessary
- Excellent communication skills – verbal and written
- Customer service skills
- Problems solving skills/be analytically minded
- Organised approach to work load
- Professional attitude
- Ability to use own initiative
- High level of accuracy
- Experience of working within a busy and fast changing environment

If you think that you have the skills to undertake this role please send in your CV along with a covering letter to:

**Group HR Department
PD Ports
17-27 Queens Square
Middlesbrough
TS2 1AH**

Or via e-mail: hr.admin@pdports.co.uk

Closing Date: **Friday 16th July 2021**

