



Job Description for WMS Stock Controller

Position WMS Stock Controller

Reports to Warehouse Manager and Warehouse Operations Manager

Company Vision

“We will be the very best foodservice distributor by being innovative and responsive to the interest and continued success of our customers, which in turn will provide for the success of our co-workers, suppliers and community”

Overview

The primary responsibility of this role is:

- To maintain accurate stock levels for all frozen, chilled and dry goods with WMS

Functional Relationships

- Operations Manager, Evening Manager, Dispatch Team, Warehouse Staff, Procurement Team, CSR Team, Account Managers and all HOD's

Key Responsibilities

Stock Control

- Perform investigations to locate stock unable to be found by Evening Shift or Dayshift.
- Complete any necessary stock adjustments or file maintenance concerning stock levels or locations in WMS and Realtime.
- Liaise with Warehouse Manager, Procurement Manager and Commercial Manager regarding missing or dumped stock.
- Conduct regular rolling stocktakes with WMS for all products. Investigate all stock variances. Report on variances and results to Management.
- In conjunction with the Warehouse Manager, organise all full stocktakes at each Warehouse. (The frequency of full stocktakes may vary at the discretion of the General Manager).
- Identify areas for operational improvement and modification of existing stock handling and reporting systems taking into account the whole stock process. With the support of the Warehouse Operations Manager, implement and communicate change when necessary.
- Complete Out of Stock statistics weekly.
- Randomly check inter-branch despatches against the invoice (at least 3 per week).
- Oversee branch transfers.
- Monitor slow moving stock.
- Help develop best practice as the business evolves.

Despatch

- Picking Bulk Orders as required.
- Assisting in despatch when needed.
- Oversee and actively participate in the loading of trucks, checking off stock against invoices.
- Assist drivers with loading of trucks.

Administration

Maintain records and perform monthly reconciliations of the relevant missing, dumped accounts, Your objective / target is to have no missing or dumped stock.

General

- Perform other duties as directed by your manager.
- Assisting in all warehouse aspects when required including Forklift work.

Food and Safety

- As per your Employment Agreement, ensure that you maintain the highest levels of food safety.
- Organise for the 'Returns Area' to be cleared daily and complete any stock adjustments if necessary.

Health and Safety

- Adhere to Health and Safety rules outlined in your Employment Agreement.
- Under the Health and Safety in Employment Act 1992 (and the Health & Safety at Work Act 2015), you are obliged to take all practical steps to ensure your own safety at work and to ensure the safety of all other persons in the workplace.
- Ensure that the Health and Safety Representatives are advised immediately of any new accidents, concerns, incidents or hazards identified.

Key Performance Indicators

- Accuracy of theoretical vs physical stock on hand
- All material stock variances investigated in a timely manner as assessed by the Purchasing and Warehouse manager.
- All stock adjustments processed within the day.
- Standard of maintenance and reporting for Missing and Dumped.
- Standard and frequency of slow moving stock advise – Less than 3 months' movement.
- Standard and frequency of stock close to expiry lists – Less than 3 weeks' movement.
- Compliance with Food and Safety and Health & Safety requirements.
- No expired stock.
- Maintain a good teamwork environment with staff and your functional relationships.
- Contribution to achievement of goals within overall operations group and Company.

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the stated outcome.

Employee Name: _____

Employee signature: _____

Date: _____