

DISPATCH & STOCK CONTROLLER

Reporting to General Manager

Hours: Mon – Fri 08:30 – 17:30

Holiday entitlement will be 28 days including Bank Holidays

Salary £18K + Benefits

Place of Business:

The Coffee Hub, Semley Industrial Estate, Station Road, Semley, Shaftesbury, SP7 9AN

Overview:

918 Coffee Co are looking to appoint a reliable full time Dispatch & Stock Controller in a newly created role to oversee day to day control of all warehoused stock and daily dispatch procedures of their expanding private label coffee production facility in Semley near Shaftesbury.

The successful candidate for this role will have impeccable communication and organisational skills to compliment their hands on ability to ensure efficient and effective management of stock in the warehouse, working closely with each of the production departments and the office alike to ensure smooth and continuous operations for both the company and its clients alike.

You will also be responsible to assisting the development of our new fulfilment service, which will involve management of online fulfilment software and control of private label stock ready for pack and dispatch. Growing this area of the business is key to the progress of the growth plan for the company.

Keeping all online systems up to date to allow remote analysis and reporting on performance and monitoring. Working closely with our Private Label clients to update and advise on their stock levels and tracking of their orders.

There will also be times where this role will be required to assist with production, if available to do so, to assist during the busy periods.

Liaison between all staff will be an essential part of the role and will require both excellent communicative and organisational skills.

Reporting to the General Manager on a daily basis to update and advise of key performance areas and progress. Understanding and maintaining smooth systems of work and processes to ensure growth plans remain on schedule.

Experience in manufacturing processes, stock control, online ordering processes, fulfilment and reporting an advantage, although all training can be provided. An interest and like of coffee an essential requirement!

Key Responsibilities:

This role will be multi-disciplined and will include, but not be limited to, the following areas of direct responsibility and management of:

Day to day stock control	Stock reporting
Coffee ordering and call off from warehouses	Processing 3 rd party orders online through to dispatch
Stock requisitioning	Maintain key ordering systems & procedures
Stock control of third party stocked products	Liaison with Private Label Fulfilment partners
Production assistance during busy periods	Working with Office Administrator to raise required Purchase Orders
Organisation and cleanliness of own working area	Reporting daily performance to the General Manager

Key attributes required for this role:

A keen interest in Coffee
High level effective communicator
Well organised and a tidy manner in all areas
Competent in IT & Online Systems
Taking pride in their everyday
Good attention to detail at all times
Strict timekeeper, Reliable & Trustworthy
Friendly personable manner
Physically fit and able, due to nature of this demanding role