

Stock Controller, Exeter

Falcon Road, Sowton Industrial Estate, Exeter, Devon, EX2 7LB

About the Role:

We have an opportunity to join our Warehouse Team as a Stock Controller. Responsible for assisting the Inventory Control Manager with all stock movements and levels within the Company. Endeavouring to be willing and to pro-actively push through changes to stock systems and to give greater control of stock. Striving to reduce the potential for stock errors.

About Original Style:

We pride ourselves on being a market leader in the tile industry, known for sourcing exclusive, on-trend designs that elevate spaces with style and quality. Our passion for excellence extends beyond our exceptional product range; we are equally committed to delivering top-tier customer service that sets us apart. As a trusted partner for designers, traders and homeowners alike, we bring unique design visions to life through our unparalleled tile collections.

Original Style is a renowned U.K manufacturer with 40 years' of experience producing premium, handcrafted tiles that are celebrated for their exceptional quality and timeless appeal.

Key Responsibilities:

As a Stock Controller your responsibilities will include:

- Support stock movements across all warehouses, including receipts, transfers, inter-branch requests, and replenishment for retail stores.
- Monitor stock levels in all distribution locations and generate transfer orders where needed.
- Assist with identifying and investigating delivery discrepancies, write-offs, and batch checks.
- Help maintain stock accuracy through regular stock counts, bin end consolidation, and system updates.
- Controlling all stock write-offs and GRNs and updating the system accordingly. Investigating all write-off's that do not seem correct or are greater than an agreed value.
- Help develop the Company's stock management strategy with the aim of reducing losses and obsolete stock, rationalising inventory and maximising available space.

What We're Looking For:

- Show evidence of working to tight time scales and budgets.
- Have good attention to detail, whilst maintaining a flexible and adaptable approach.
- Have the ability to check data and identify and correct errors.
- Be a confident communicator with the ability to interact at all levels.

Working with Us:

When you join our team you're becoming part of a friendly, creative community passionate about design and exceptional customer service. We offer:

- Company Pension Plan
- 20 days basic holidays increasing to 26 days with service
- Ongoing Training
- Recognition for Long Service
- Staff Discount
- Death in Service Benefit
- Mediacash Healthcare Cashplan (including shopping, travel and gym discounts)
- Career progression within our growing dynamic Company

How to Apply:

Applicants should send their CV and a cover letter (including current salary and salary expectations) to Jade Calvert, Human Resources Advisor, by email to jcalvert@originalstyle.com.

JOB DESCRIPTION

JOB TITLE: STOCK CONTROLLER

DEPARTMENT: LOGISTICS AND WAREHOUSE

REPORTS TO: INVENTORY CONTROL MANAGER

PURPOSE OF THE ROLE

Responsible for assisting the Inventory Control Manager with all stock movements and levels within the Company. Endeavouring to be willing and to pro-actively push through changes to stock systems and to give greater control of stock. Striving to reduce the potential for stock errors.

MAIN RESPONSIBILITIES:

- Support stock movements across all locations, including receipts, transfers, inter-branch requests and replenishment for retail showrooms/stores.
- Monitor stock levels in all distribution locations and generate transfer orders where needed.
- Assist with identifying and investigating delivery discrepancies, write-offs, and batch checks.
- Help maintain stock accuracy through regular stock counts, bin end consolidation, and system updates.
- Controlling all stock write-offs and GRNs and updating the system accordingly. Investigating all write-off's that do not seem correct or are greater than an agreed value. If the write-off is due to a system or human error, to propose a system that will resolve the problem and to implement.
- Provide support for all stock counts, reviewing results of counts performed and ensuring these are completed on a regular basis in line with Company policies. Investigation of significant errors resulting from counts performed
- Provide cover for displays manufacture administration.
- Identification of all low stock products in the showrooms/stores and generating stock transfer notes to replenish the stock. Constant reviews of this stock to maintain the right level.
- Help develop the Company's stock management strategy with the aim of reducing losses and obsolete stock, rationalising inventory and maximising available space.
- Work with the warehouse management to ensure proper arrangement of stock to allow for optimum efficiency / organisation.
- Perform process and system testing to locate and solve problems in data integrity.
- Be responsible for managing and running planned stock takes.
- Perform cyclic stock checks.
- Minimise and removal of obsolete stock.

HEALTH AND SAFETY

- Endorse and promote a positive and conscious health and safety culture within the Company. Ensure always take reasonable care of own health and safety and that of others who may be affected by their acts or omissions.
- Ensure compliance with all health and safety, quality and human resource policies and procedures of Original Style.

These are the main functions of the job but the incumbent may be required to carry out other duties as may be reasonably required to meet the demands of the business.

PERSON SPECIFICATION

To succeed in this role the person needs to:

- Show evidence of working to tight time scales and budgets.
- Have good attention to detail, whilst maintaining a flexible and adaptable approach.
- Have the ability to check data and identify and correct errors.
- Be a confident communicator with the ability to interact at all levels.
- Be willing to stand up to all colleagues at any level to resolve and propose changes to systems that are not working. Not willing to take no for an answer when required.
- Be a self-starter with the ability work on own initiative, but within the confines of a department's resources and timescales.
- Full Driving Licence (desirable).

REMUNERATION AND BENEFITS

We offer competitive benefits including a contributory pension scheme, death in service benefit, staff discounts and Medicash Healthcare Cashplan (including shopping, travel and gym discounts). In addition there is structured training and the potential for career progression within our growing dynamic Company.

HEAD OFFICE LOCATION

Original Style's head office is based in air-conditioned offices with free parking close to junction 30 of the M5 at Falcon Road, Sowton Industrial Estate, Exeter, Devon, EX2 7LB.

BACKGROUND INFORMATION ON ORIGINAL STYLE LIMITED

Please refer to the following websites: <http://www.originalstyle.com>
<https://www.clayandrock.co.uk>
<http://www.designworkstiles.com>
<https://www.countytilewarehouse.co.uk>

Original Style is one of the U.K.'s leading manufacturers, importers and distributors with an extensive portfolio of high quality ceramic, porcelain, glass mosaic and stone tiles. The Company has been producing high quality tiles in our factory in Exeter, Devon, since 1986 and we offer a wide range of products - from contemporary large format wall and floor tiles to hand-finished glazed tiles designed in-house. Tiles are our craft and we are committed to manufacturing using traditional techniques teamed with state of the art technologies. We also source original and innovative tiles for our collections from across the globe, such as our unique glass products and mosaics, enriching our collections for a truly versatile choice. The key to our success is the experience of our highly skilled designers and craftspeople, showroom experts, customer service and all the support functions who make it a priority to ensure customer experience excellence throughout each stage of their journey with us. With circa 190 employees, 15 tile showrooms and a global network of retailers, Original Style is committed to continuous development as an industry leader. We have recently rebranded the majority of our retail showrooms/stores to Clay & Rock, aiming to provide a premium retail experience. With continuous growth and products available in over 60 countries and over 2,000 retail outlets worldwide there's never been a more exciting time to join Original Style. Your growth is equally important to us – we will support you to reach your full potential and achieve your personal development goals.