

STOCK CONTROLLER

Business function: Operations

Closing date: 28 February 2019

Reports to: Operations Director

Start: From March 2019

Location: Near Tonbridge, Kent

Salary: £20,000 to £25,000 depending on experience

Terms: Permanent full time

TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

THE ROLE

We're a small company with a very exciting future. We are looking for an enthusiastic and self-motivated Stock Controller to manage our inventory and purchases. An organised, methodical record keeper, you will ensure the field staff always have the materials they need, when they need them, and make continuous improvements to ensure we are operating as efficiently as possible.

Responsibilities

Stock Management

- Forecast supply and demand to prevent overstocking and running out of stock
- Track deliveries and address any delays
- Oversee storage of products, particularly of fragile items
- Evaluate suppliers' offers and negotiate profitable deals
- Coordinate regular inventory audits
- Keep updated inventory records (including daily shipments), departmentalised for accounting purposes.

Purchasing

- Enter purchase requisitions into internal system
- Place orders to replenish merchandise as needed
- Ensure purchases do not exceed budget

- Liaise with field staff and other internal teams to ensure product quality (status upon delivery and storage conditions)
- Evaluate suppliers' offers and negotiate profitable deals.

Fleet Management

- Diarise and book routine maintenance for our vehicles
- Organise repairs
- Vehicle licensing
- Keep records of vehicle downtime.

Your qualifications and experience

You will have proven work experience as a Stock Controller, Inventory Manager or similar role. You must be physically fit to carry out manual handling. You will have a very good working knowledge of:

- Supply chain procedures
- Microsoft Office – Excel and Word
- Inventory audits.

Your skills and personal attributes

You must be an excellent communicator who can build relationships with ease and be adept at negotiating with suppliers. You will also be driven, enthusiastic and possess a lot of initiative, as well as impeccable organisation skills.

Being a team player is very important as you will be working with people from across the business. The business is fast-moving, so being a quick learner, as well as proactive and assertive to identify areas of improvement is vital.

Our values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** invest in each individual.
- **Continual improvement:** work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality:** we do what we do well.

Trooli is a leading-edge technology company and as such we do not expect all our potential recruits to have experience in what we do. Don't worry, we are looking for highly motivated people who are excited by the prospect of a new challenge.

If you think you are the person we are looking for, please send your CV to careers@trooli.com prior to the closing date.