

Beardow Adams **Stock Control Administrator** – Milton Keynes, England

**Job title:** Stock Control Administrator

**Reports to:** Distribution Manager

**Aim of role:**

Can you ensure that all stock held within Beardow Adams at Milton Keynes is correctly accounted for and stored appropriately?

Reporting to the Distribution Manager, it's down to you to highlight and investigate any stock discrepancies.

Our products are used daily by a global market of households and businesses - the pages in a book you last read were held in place by our adhesive products; the freebies in a magazine are stuck in place with our products; the bottle of water you're drinking from right now, has a label and that label is.... yep, you guessed it, held in place by our product.

We produce much, much more, which is why in Milton Keynes we are so busy and why we need you to ensure all of our stock is accounted for!

**Role and Responsibilities:**

- To support the Distribution Manager with daily and ad hoc administration tasks, including export documentation
- Ensure accurate recording of goods received (GRN's)
- Check that raw materials meet the required standard
- Check that goods despatched leave accurately and on time
- Complete investigations into stock discrepancies and establish root cause
- Complete stock checks, adjustments, and associated movements on the BLISS ERP system
- Implement barcode labelling for all products and cycle count program
- Deputise for Distribution Manager to cover during planned holiday and unplanned absence

In return, we can offer you a starting salary of £22,000.00 to £25,000.00.

We also offer 28 days holiday (including Bank Holidays), private medical healthcare, a bonus, free parking, a uniform, a fully equipped canteen area for you to cook and store your meals, plus free tea and coffee, a cycle to work scheme, great pension and Perkbox for retail discounts.

**Application:**

To apply for the position of Stock Control Administrator, please send your CV to [careers@beardowadams.com](mailto:careers@beardowadams.com). A cover letter in addition to your CV would be preferred but is not essential.

**Good luck!**