

Job Overview:

Security Stock Coordinator

Job Title: Security Stock Coordinator	Location: Stevenage	Company: Gratte Brothers Security Systems & Software (GBSM)
Reporting to: Operations Manager		

<p>Job Purpose:</p> <p>The Stock Coordinator will be a staff position and will be based at the Gratte Brothers Security Systems & Software (also known as GBSM) facility in Stevenage.</p> <p>The post-holder will be responsible for the control and processing of stock for the GBSM Service Department, through the use of the Simpro Management System, as well as overseeing the administration associated with the return of install and service equipment, whether for restocking, recycling, returning or arranging repair.</p> <p>The post holder will assist with the control and processing of install stocks as required.</p>
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<p>Key Areas of Responsibility:</p> <ul style="list-style-type: none"> • To regularly carry out stock checks of service stock via Simpro. Any exceptions will need to be highlighted and investigated. This will include collating information for reports when required. • To control the return of all GBSM stock for restocking, recycling, returning or arranging repair. • To maintain stock levels by placing and tracking orders with suppliers and ensuring the timely receipt of deliveries. • To diligently track supplier deliveries and promptly resolve/process supplier orders. • To diligently dispatch stock, liaise with couriers and ensure invoices are resolved/processed in a timely manner. <p><i>This is a broad overview of the position and does not encompass all aspects of the role. Gratte Brothers are an equal opportunities employer and welcome applications from all.</i></p>

<p>Knowledge & Experience:</p> <ul style="list-style-type: none"> • Keyboard skills • Experience of working in an administrative role • Experience of operating a range of office equipment

Attributes & Skills:

- To ensure the Stores area is kept clean and tidy at all times.
- To ensure stock is dispatched in a timely and organised manner.
- To ensure the Simpro Management System is reporting live stock figures by the timely processing of all stock movements.
- To assist in maintaining GBSM van stock levels at request by the engineers.
- To be responsible for Health & Safety within the stores and workshop areas.
- To ensure the QA procedures are adhered to and kept up to date.
- Reporting to the Warehouse Operations Manager at Stevenage BUT also daily communication to our Warrington office.
- To keep a log of repairs.
- To assist with all aspects of GBSM install stock as and when required.