

**Job title: Stock Control Assistant Job Description - Full Time**

**General Description**

Efficient and accurate checking, processing, picking and packing of stock at Fourmarketing

**Job Description**

- Processing deliveries; hanging, ticketing and allocating samples quickly/efficiently.
- Notify immediately of any discrepancies and report any damages to stock control manager.
- Assist processing samples using Microsoft dynamics NAV and Fashion GPS tracking systems.
- To monitor sample transfers between various internal departments.
- Accurate completion of paper work and data entry including signature and date.
- Carry out stock checks, as required.
- Booking in/out product from the warehouse and packing in line with company procedures.
- Maintain a high standard of housekeeping in the stock control area.
- To flat-pack all used cardboard boxes, tie them together and place to recycling location.
- Odd jobs (ie. Sample sales).

**This list is not exhaustive – these are just the basic tasks that you will be required to carry out on a day-to-day basis. You will be also asked to assist with any required tasks, which you will have to prioritise according to their importance/urgency.**

**The requirements**

**Skills**

- Physical fitness
- Normal colour vision
- Numerical skills (Advance Microsoft Excel skills are essential)
- English language
- IT skills
- Literacy
- Able to work alone
- Methodical
- Good memory, accuracy and high attention to detail
- Good organisational and planning skills
- Health and safety awareness
- Honesty
- Reliable
- Work quickly in a fast paced environment to tight deadlines

**Qualifications**

- General Certificate of Secondary Education (GCSE) or Advanced Level (A Level)

**Experience**

- Showroom operations experience in the fashion industry
- Stocktaking experience
- Barcoding Operations
- Microsoft Excel data entries

**Please include a covering e-mail/letter with your CV and application to [mario@fourmarketing.com](mailto:mario@fourmarketing.com)**