

Job Description: Stock Controller

ACCOUNTABLE TO: UK Procurement Manager



Location: CPI Books Croydon

CPI Group has an opportunity for an enthusiastic person to join our dynamic team on a permanent contract in our purchasing and stock department.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

CPI UK recognize the value that Suppliers provide to the operational maturity of the organization and have a desire to "turn the dial" from hands off Supplier Management to a data driven Supplier Engagement model that enables us to interact effectively with our Supply Chain in a transparent, rewarding, risk managed methodology.

ROLE OBJECTIVE

The purpose of the Stock Controller role is to support the change to this model whilst ensuring best value at minimum risk for the company. Under the guidance and supervision of the UK Procurement Manager, the Stock Controller will ensure that the needs of the business and individual stakeholders are met by delivering on the "5 Rights" principles of procurement.

For clarity the "5 rights" are defined as:

- Quality-obtaining goods that are to the quality standard as defined in the specification
- Quantity-obtaining goods in the quantities required to meet demand and service levels
- Place-ensuring goods are delivered to the appropriate delivery point, packaged and transported in such a way as to ensure their safe arrival
- Time-ensuring the goods arrive at the right time to meet demand and service levels but not so early as to incur un-necessary inventory costs
- Price-securing all of the above at a price that is both competitive and affordable whilst procurement costs should be minimized in order to maximize profit.

JOB SUMMARY / KEY ACCOUNTABILITIES

- Be responsible for ensuring that the company's stock levels meet business requirements
 - Coordinate with Operations and Finance regular stock audits at Month/Year End
 - Monitor quality of stocks and report/resolve non conformances
 - Coordinate financial claims from Mill groups, Merchants or suppliers when appropriate
 - Sign off all Invoices from suppliers, or place on hold giving notice to supplier for reasons
 - Evaluate supplier invoices and ensure match to contract/ Purchase Order, assist in investigations if required
 - Purchase goods required for stock
 - Ensure all documentation generated is readily accessible to relevant personnel on shared folders
 - Ensure all deliveries have been received and booked into the company's MIS system, Imprint.
 - Follow up on any missing or short deliveries with suppliers
 - Physical stock takes on consumable and consignment items
 - Full control of supplier consignment stocks, including updating of spreadsheets
 - Advise on areas that require improvements to housekeeping, ensuring stocks are stored safely and correctly
 - Arranging stock returns and internal transfers
 - Building relationships with suppliers and participating in reviews and meetings
 - Completion of month and year end reporting
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KEY SKILLS

- Previous experience in stock control
- Ability to work under pressure to meet deadlines
- Understand the importance of KPIs
- Relationship Management
- Appreciation of internal stakeholder value
- Report writing
- MS Package, particularly Excel
- Confidence/diligence with numbers
- An understanding for safe working practices in a manufacturing environment
- Ability to multi-task and prioritise

BEHAVIOURS

- Team player
- Strong attention to detail
- Effective communicator
- Continuous Improvement focus
- Problem solving ability
- Willing to work under own initiative
- Desire to travel (often at short notice)
- Understands the value of building 121 relationships
- Effective listener

PERSONAL ATTRIBUTES

- Confident
- Resilient
- Flexible
- Reliable
- Respectful
- Honest
- Sincere
- Likeable

If this opportunity appeals to you, please email your CV to nmaheswara@cpi-print.co.uk

Hours of work: 8 hours per day Monday to Friday, 7am to 4pm, with 1 hour lunch break

Closing date for applications: 4th September 2025/