

STOCK CONTROL MANAGER

Luminite Electronics, a manufacturer of security detection equipment based in North London, is looking for a Stock Control Manager to oversee the smooth running of a busy factory.

Reporting directly to the Managing Director, you will be responsible for purchasing all parts and components so a working knowledge of a manufacturing environment is essential.

We are looking for someone with a sharp analytical mind set who can adapt and respond to changing timelines and requirements. The successful candidate will be adept at keeping accurate records as well as forecasting supply and demand to ensure the smooth continuity of production. The ideal candidate will be as comfortable unloading supplier orders as they are talking to suppliers and negotiating prices. Confident oral and written communication skills and a high standard of numeracy are required, as is attention to detail.

We are looking for someone to work a minimum of 25 hours per week up to 37.5 hours per week (9.00am to 5.00pm). Hourly rate is £15.

Duties will include:

Planning, ordering and storage of all product materials, from plastic outer housings to components.

Working closely with our Production Team to ensure they are kept supplied with components to complete in-house jobs.

Maintaining appropriate stock levels by closely monitoring sales and supplier delivery times.

Negotiating prices with suppliers, placing orders and generally maintaining a good working relationship with them.

Managing stock levels using our bespoke computer programme and overseeing orders to ensure they are delivered on time.

Issuing kits in-house and to our team of out-workers for PCB assembly.

Regular liaison with other Departments to ensure finished goods are readily available.

Working closely with our Product Development Team on sourcing components for new models.

Keeping detailed records of raw material and finished stock levels.

Analysing pricing structures to ensure the company benefits from the most favourable pricing.

Undertaking rolling weekly stock takes and updating systems accordingly.

Some simple testing and preparation of materials may be required but full training will be given.