



Role Profile | Stock / Inventory Operative

Office Location | Wentworth Woodhouse, Rotherham, South Yorkshire, S62 7TQ

Length of Contract | Permanent

Hours of Work | 30-37.5 Hours per week

Responsible To | Finance Manager

Role Purpose

About the role

We are seeking a highly organised and detail-oriented Stock & Inventory Operative with experience in Sage software and a strong understanding of the purchase order process. This role is critical in ensuring the efficient management, tracking, and storage of inventory while maintaining smooth procurement operations.

Role Duties

Stock Operations:

- Receive, inspect, and accurately record incoming stock in compliance with standard operating procedures.
- Allocate stock to designated business cost centres, ensuring precise data entry in Sage.
- Conduct regular stock audits and cycle counts to maintain accurate inventory records.
- Ensure stock is stored safely and efficiently to maximise space efficiency.
- Operate warehouse equipment, including pallet trucks and scanners, in a safe and compliant manner.

Sage System Management:

- Accurately input stock and purchase order data into Sage system.
- Monitor and maintain real-time inventory records, ensuring data accuracy.
- Generate system reports to track stock levels, discrepancies, and purchase orders.

Purchase Order Management:

- Oversee purchase orders from creation to delivery, ensuring timely processing.
- Liaise with suppliers to confirm order details, track deliveries, and resolve discrepancies.
- Ensure timely receipt of goods and escalate any delivery issues as necessary.
- Collaborate with internal teams to maintain stock availability and streamline workflows.

General Duties:

- Maintain a clean, safe, and well-organised storage environment.
- Ensure compliance with health and safety regulations to minimise risks.
- Support continuous improvement initiatives aimed at enhancing operational efficiency.

About You:

- Proven experience in a stock control or inventory coordination role.
- Strong proficiency in Sage software for inventory and purchase order management.
- In-depth understanding of purchase order processes, including tracking and reconciliation.
- Excellent attention to detail and strong organisational skills.
- Effective communication skills, with the ability to liaise with suppliers and internal teams.
- Ability to work both independently and as part of a team in a dynamic environment.
- Experience in accurate record-keeping and reporting.

Person Specification

Please see the criteria expected of the role below. As part of your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	Previous experience of working in a stock coordination role	Essential
	Experience of working with Sage and a purchase order process	Essential
	Proven record of accurate record keeping and reporting	Essential
	Experience of working within third sector and /or heritage	Desirable

QUALIFICATIONS	Educated to degree-level in a related subject.	Desirable
PERSONAL ATTRIBUTES	<p>Ability to show initiative and problem-solve in a fast-paced environment.</p> <p>Ability to multitask and manage your workload effectively.</p> <p>Must show discretion and trustworthiness due to the information that you will be party to</p> <p>Highly organised with a keen eye for detail</p> <p>The ability to be pro-active and take initiative</p> <p>Positive approach and ability to work as part of a team</p> <p>First class communication skills both written and oral</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
WORK CIRCUMSTANCES	Able to work flexible hours, including evenings, weekends, and Bank Holidays.	Essential