

WE DISCOVER
YOU CREATE



1. Job Title – Stock Administrator

Do you have a passion for all things stock admin? Are you looking for your next step up? If so, please read on, this could be your best move ever.

2. Salary and Location

With an excellent salary package of **£22,000 per annum** and benefits including:

- Hours: 8:30am – 5:00pm Monday to Friday - **currently trialling early start/finish Friday (7:00am to 3:30pm)**
- Annual Leave – 22 days per annum, rising to 26 days within first 5 years of service
- Bank Holidays off
- Your birthday off (a gift from the business)
- Company Pension Scheme & Bupa Private Healthcare Scheme
- On site parking at our new premises in Halebank House, Pickerings Road, Widnes WA8 8XW

3. Introduction (all about Silva)

Silva Timber Products specialises in wood cladding and has an exciting opportunity for an enthusiastic Stock Administrator to join our dynamic and growing team. This permanent position is well suited to an individual that is looking to advance their career in stock control and beyond and gain hands-on experience in a thriving and supportive workplace.

4. Objectives (stock control)

Based with our current incumbent within the stock control department, you will work closely with the Finance Director in providing a hands-on, efficient and professional service to the business. You will support our purchasing and procurement activities, ensuring that goods and services are cost-effective and of the required quality standards.

This exciting position offers the opportunity to progress into a higher role. You will have the opportunity to make your mark and contribute fully as we continue to expand the team, increase the stock control capability and service in to the business.

Previous experience in a similar stock control or buying position is essential as is the ability to work efficiently and multi task in a fast paced environment.

Every “**new set of eyes, brings a new set of ideas**”. High standards are expected and rewarded at Silva Timber.

silvatimber.co.uk | enquiries@silvatimber.co.uk | 0151 495 3111 | 020 8150 8055



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5. Responsibilities (what you'll be doing)

These include:

- Monitor minimum / maximum stock levels
- Produce works orders
- Call in stock from port
- Track goods at outsourced locations
- Be the link between Warehouse and Sales team regarding stock issues
- Order ancillary stock
- Order overseas stock
- Type up purchase orders
- Assist Finance Director with purchasing activities
- Liaise with freight forwarders
- Liaise with suppliers
- Produce product codes (set up on IT system)
- Support certification audits
- Organise and enact weekly stock checks
- Organise and enact quarterly stock take
- Organise annual stock take
- Check and sign off shipping invoices
- Source alternative products
- Produce reports
 - Competitor analysis
 - Pricing analysis
 - Trends
 - Data analysis including slow moving lines and old stock
- Lead and support roll out of new product forms and processes
- Product updates
- Product training

6. Requirements (Who are we looking for?)

- A good team player
- Driven with a positive mind-set
- A sense of humour and someone who can embrace the company culture
- Self-motivated
- Great communication skills
- Strong work ethic
- Be willing to learn
- Team focused
- Good understanding and ownership of tasks
- Ability to organise and prioritise

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- A high level for attention to detail
- Proven track record in a similar role
- Procurement knowledge

7. About Silva

Silva is a motivating and supporting business who invest in all their staff. Our company has been trading for over 20 years and celebrated our **21st birthday** in May of this year. We have experienced constant growth thanks to our amazing team of people.

We have a well-structured and friendly team and are proud of our excellent staff retention record. There is always room for promotion and we will be fully supportive as you progress in the business.

Our products are extremely high quality. Feel free to check out our website www.silvatimber.co.uk for yourself. We are often featured on TV shows and we exhibit at Trade Shows nationally. We cover the whole of the UK from two locations – Widnes in the North West and Harmondsworth in West London

We have recently moved to our new, much larger premises in Halebank, Widnes.

If you are looking for the next step on your career, why not send your CV to admin@silvatimber.co.uk and set up a confidential chat with Carol Galvin, Senior Administrator. We look forward to hearing from you as you take the next step in your journey.

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