



PR/117996 | Shipping and Stock Controller

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1541595

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Shipping and Stock Controller

Salary: £25-30K / year (Negotiable)

Location: Kingston, UK

Company: One of the Global Manufacturing Companies

Many of their employees stay with this company for a long time after joining, as they offer a friendly and comfortable working environment!

Main responsibility

- Organise and control the day-to-day running of the shipping functions (Especially Cargo).
- Ensure that all the stock is booked in as necessary, and that files and systems are created in order to ensure stock availability for dispatch.

- Follow shipping instructions as required or as directed and liaise with Freight Forwarder and others for import and delivery.
- Raise stock invoices and other non-stock invoices and related documents.
- Issue Delivery Instructions and controls as necessary.
- Maintenance of various shipping records and other files as required. And the checking and approval of shipping invoices and other related documents.
- Completion of various Customs & Excise documents and forms.
- Control of Stock records, movements and monthly stock check.
- Monitoring of slow moving & annual calculation of obsolete stock.
- Reconciliation of warehouse and consignment stock to Stock Lists and Usage Reports.
- Other general clerical duties as assigned.

Mandatory Requirements

- Valid working visa in the UK
- Degree in Supply Chain Logistics/Management
- Knowledge of Incoterms
- Residing within 30-40 mins commute to the Kingston office

Preferred Requirements

- Experience in International Supply Chain Management
- Experience in Cargo/Air freight import and export

#LI-JACUK

Company Description