



## PR/117996 | Shipping and Stock Controller

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントイギリス

#### 求人ID

1541595

#### 業種

物流・倉庫

#### 雇用形態

正社員

#### 勤務地

イギリス

#### 給与

経験考慮の上、応相談

#### 更新日

2025年05月20日 13:02

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

**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

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会社説明