

## **EXPORT/STOCK CONTROL ADMINISTRATOR Job Description**

HYDAC Technology was founded in 1963 as an independent provider of hydraulic accessories including filtration, accumulators, valves, manifolds, coolers, and electronic sensors. Today we are an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners worldwide.

Reporting to the Export/Stock Control Manager you will be part of the Export/Stock Control Department assisting with the day-to-day administration across Charlbury and Witney Plant 1 and Plant 2, as required.

### **Main duties for Export:**

- Assist with the processing of export orders into SAP, including checking order acknowledgements.
- Assist with release of orders and despatch of orders to customers including liaising with freight forwarders and preparation of relevant paperwork which will include invoicing.
- Assist with customer queries, correspondence, and phone calls.
- Filing and other administrative duties.
- Assisting with any additional work in the Export/Stock Control Department.

### **Main duties for Stock Control:**

- To continuously monitor and adjust stock records to ensure they are accurate and comply with latest requirements. This will include descriptions, stock levels, re-order quantities, identifying slow moving and obsolete stock and any associated price changes.
- To action weekly reject reports for Assembly, updating stock records accordingly and liaising with QA to monitor trends and ongoing problems.
- Assist Export/Stock Control Manager with stock takes in Breather Assembly in Charlbury and if required across Plants 1 & 2.
- To work with Assembly Supervisor or nominee in checking stock queries and inaccuracies on an ongoing basis and post any adjustments to stock as required.
- Create new stock records with bill of materials or amend existing stock records and if required liaise with Engineering Department in accordance with company procedures.
- Assist Export/Stock Manager with costings for all materials and ensure that they are accurate and comply with latest requirements, including monthly Costing Run across all plants.
- Prepare and run monthly stock reports and updates, liaising with Export/Stock Control Manager as to timing.

Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities.

### **Skills and Attributes:**

- Ability to work with other departments
- Attention to detail
- High level of accuracy
- IT literate

- Numeracy & literacy skills
- Assertiveness
- Good communication skills (verbal & written)
- Ability to prioritise and manage own time
- Flexible

**Essential requirements:**

- Experience of working in an office environment
- Experience of working with customers and suppliers
- Experience of working with different internal departments
- Experience of MS Word and Excel (MS Office)

**Desirable:**

- A working knowledge of SAP or other similar systems
- Experience of stock control procedures
- Experience of export procedures
- Experience of working with quality standards

**Hours of Work:**

This is an office-based role. The Export/Stock Control Administrator will work 08:30 to 17:00 Monday to Thursday, and 08:30 to 16:00 Fridays, 37.5 hours a week.

**Location:**

This role will initially be based in Charlbury however there are plans to relocate the role to Witney before the end of 2023.

If you are interested in applying for the above position, please forward a covering letter and CV, including salary expectations, to [recruitment@hydac.co.uk](mailto:recruitment@hydac.co.uk).