

VACANCY

Stock Controller

Reporting To: Head of Finance

Location: Warrington Head Office and Workshop Facility

Summary of Role

The Stock Controller is responsible for managing and maintaining the stock of engine parts, consumables and ancillary equipment for thermal operational assets (Landfill gas and coal mine methane). This position holds accountabilities in Finance and Operations and involves frequent interaction with both functions. The position also requires a close working relationship with Operational Managers and Regional Supervisors as well as significant elements of autonomous working. The role is based primarily in the Company's Head Office and Workshop facility. However, the role will involve an element of travelling to sites/other locations in the UK and requires flexibility in work hours. A full valid current driving license will be required at all times.

The key responsibilities of this role are as follows:

- Provide logistical support to the companies operational assets of landfill and coal methane powered sites ensuring all consumable items, routine and non-routine spares and associated items are delivered to site in a timely manner to ensure environmental and financial targets are met
- Maintain a working stores at Warrington to ensure minimum stock levels are adequate to meet the needs of the regional stores, ensure monthly stock checks are completed
- Deal with breakdown spares requests from site in a timely and effective manner
- Maintain bespoke stock database ensuring goods in are dispatched and recorded in a timely manner
- Liaise with suppliers to ensure stock is delivered on time to either the Company Workshop facility or sites
- Manage the transportation of spares to site, through site personnel or third parties
- Develop stores system to ensure cost effective practices are utilised
- Maintain tool calibration database, ensure calibrated tooling is maintained in accordance with manufacturer (for example torque wrenches, emission testers, electrical multi-meters and personal gas alarms)
- Ensure stock levels of spare parts required for the overhaul of cylinder heads are maintained as per Company requirements.
- Plan and co-ordinate the refurbishment of critical equipment (e.g. transformers, turbos, alternators) and ensure an adequate stock is maintained to allow timely response to breakdowns.
- Work in accordance with all current HSQE procedures.
- Carry out other reasonable duties as directed by the Head of Finance, line manager or other Senior Manager or appointed Deputy.

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- Assist with operational issues within the field based assets as and when required.

Key Skills & Attributes

- Must have a proven track record in logistics, within the landfill gas, waste to energy or other relevant engineering related industry
- Must have previous experience of stock control system, for example Maximo, Sage, SAP or other relevant system
- Ability to work autonomously and within a team.
- Excellent written and verbal communication skills.
- Effective time management and organisational skills.
- Ability to work professionally at all times.
- Ability to perform and contribute constructively in a dynamic team environment.
- Ability to maintain database's
- Flexible and focussed, dedicated to the achievement of excellent working standards.
- Ability to work under competitive time lines and project schedules.
- A good sense of humour.
- Possess a good work ethic.
- Work in a clean and tidy manner.
- Computer literate.

Work Environment

The Company is in a development and growth phase and relies on the flexibility and innovative skills of its employees to ensure success. The work environment will reflect this dynamic period while maintaining high corporate standards.

If you are interested in being considered for this vacancy, please apply in writing attaching your current CV to Sarah Bull (Head of People) at Sarah.Bull@arevonenergy.com

Closing Date: Friday 15th February 2019