

Role Title	Stock Control Assistant		
Reports to	UDC Depot Manager	Team/Dept	UD
Location	Ballina	Weekly Hours	37.5
Date		Type	Full-time, permanent
Travel		Direct reports	

This job description sets out the scope of the role of the **Stock Control Assistant** with the main duties of the position at the date when it was completed. It does not include or define all responsibilities or duties which the post holder may be expected to carry out. Duties may vary from time to time without changing the nature of the post or the level of responsibility. The post holder may also be required to carry out any other duties to co-operate with the general work of the organisation, as required by their line or department manager.

Overview / Purpose of the Role

A permanent full-time vacancy for a Stock Controller has arisen within our Ballina Wholesale Operations division. Reporting to the UD Ballina Depot Manager, the overall purpose of the position is to manage UD Ballina Stock Control in carrying out day-to-day operations. Hours of work will be 37.5 hours between the core hours of 08:30am – 16:30pm. Work outside these hours will be required on occasion.

Key Responsibilities

- (Note this list is not a definitive list and there will be other duties required as part of a normal stock control team including working in other Business Units as required.)
- Engage in all UD Ballina stock control activities which include but not limited to:
- Make sure that stock accuracy is maintained throughout the warehouse.
- Assist in the preparation and the carrying out of stock takes and cycle counts when required.
- Liaise with customer services, Account Managers, Brand Managers warehouse supervisors/team leads, sales and other members of staff across the Group as required.
- Keep accurate KPI information and inform relevant parties.
- Ensure rotation of stock on a FEFO basis/ shortest dated stock supplied first.
- Investigate and close queries.
- Maintain Daily Housekeeping standards.
- Adhere to all SOP's and GDP's associated with area procedures.
- Cultivate a good working relationship with other departments.
- Actively Support ongoing Business changes

Key Experience / Skills / Education

- Previous Warehouse/Operational experience desirable.
- At least 1 years' experience within operational stock control would be an advantage.

- 3 years' experience working with MS Office particularly Microsoft excel to a high level.
- Power BI experience would be an advantage.
- 3rd level education in relevant disciplines (Business, Logistics, Engineering) would be an advantage.
- Knowledge of SAP EWM and ECC systems would be an advantage.
- Ability to take initiative and work under pressure.
- Support flexible hours as the job demands.
- Excellent communication and interpersonal skills.
- Attention to detail and good follow through with a high level of accuracy.
- Project Management experience is desirable.
- Ability to work towards deadlines.
- Strong focus on customer needs and customer service.
- Awareness of Health & safety and GDP requirements.
- Ability to plan effectively is essential for this role.
- Evidence of strong analytical skills.
- IT literate with excellent Excel skills.

About United Drug

United Drug is Ireland's largest pharmaceutical distribution company and was originally founded by a group of pharmacists in Ballina, Mayo in 1948. In 2022 United Drug became part of the PHOENIX group and is now part of Europe's leading healthcare provider in the sector. Employing more than 650 staff across operations in Dublin, Limerick and Mayo, we partner with more than 1,900 pharmacies, hospitals, clinics and primary care centres across Ireland. Our business spans across three business units; *United Drug Wholesale*, *United Drug Distribution* and *United Drug Consumer* – all leaders in their respective categories.

About PHX Ireland & PHOENIX Group

PHX Ireland Group is Ireland's leading fully integrated healthcare provider. We deliver health. We are comprised of United Drug, Ireland's leading pharmaceutical wholesaler and distributor; LloydsPharmacy Ireland, a major community pharmacy chain; and TCP Homecare, innovators in clinical home nursing services and direct to patient delivery solutions.

PHX Ireland Group employs over 1,800 people, operate 5 distribution centres and over 75 pharmacies, delivers over 85 million packs to Irish pharmacies and hospitals and serves 500,000 patients each year. By working together to provide these solutions, PHX Ireland can enable a sustainable healthcare system and support Irish Healthcare.

PHX Ireland is part of the PHOENIX group, Europe's leading healthcare provider. Headquartered in Mannheim, Germany, the PHOENIX group brings together more than 48,000 employees from 29 countries, includes 223 pharmaceutical distribution sites, and more than 3200 owned pharmacies and 17000 partner pharmacies. Every day, the PHOENIX group makes an important contribution to comprehensive and safe healthcare in Europe.

The PHOENIX group acquired the McKesson Ireland (now PHX Ireland Group) businesses in November 2022 when it concluded a deal to acquire parts of McKesson Europe.