

Stock Controller

Production Bakery - West London



ABOUT US

Cutter & Squidge is a sister-run bakery with a passion for creating utterly indulgent treats that are as delightful to look at as they are to devour. From our West London bakery we hand craft a range of cakes, brownies, biskies and more; sourcing only the best natural and sustainable ingredients. We combine the best of classic baking with new and exciting flavours to create unique, memorable gifting moments and believe there's always a new flavour to discover, a new design to unveil and a new smile to be had!

Regularly featuring in Good Housekeeping awards, Cutter & Squidge was named one of Britain's fastest-growing private companies by the Sunday Times 100 in 2023 and awarded 'Online Bakery of the Year 2024' at the Bakery Industry Awards.

ABOUT THE ROLE

We're seeking a highly organised, detail-orientated Stock Controller to join our team. Reporting to the Planning & Operations Executive, this role is key to ensuring the smooth management of stock levels, minimising waste and maintaining a high standard of accuracy across our Warehouse and Production operations. You will also be expected to:

- Maintain accurate stock levels of raw materials, finished goods, packaging, and cleaning supplies.
- Keep detailed records of purchase orders, delivery notes, and other relevant documentation.
- Control and update inventory records, including stock reports, stock adjustments, repackaged goods, breakages, and faulty items.
- Oversee the storage and organisation of inventory to optimise space and ensure efficient retrieval.
- Track and manage daily pick lists, reporting, monitoring, and controlling the movement of stock.
- Conduct regular accurate inventory counts to ensure stock accuracy and investigate discrepancies.
- Compile inventory reports, identifying issues, and addressing discrepancies.
- Implement control measures to highlight, address, and resolve mistakes or inaccuracies in stock records.
- Liaise with suppliers to ensure accurate deliveries and resolve any issues with purchase orders.
- Maintain and update 'Linnworks' our Warehouse Management System daily, including SKU updates, stock tracking and inventory adjustments.
- Work closely with internal teams, including despatch, production and e-comm, to manage stock movements and adjustments.
- Oversee all goods-in processes, by comparing received items against purchase orders, ensuring any discrepancies or quality concerns are promptly addressed.
- Ensure all Warehouse activities comply with our standard operating procedures and legislative standards.
- Identify opportunities to improve stock control processes and implement best practices.



ABOUT THE ROLE CONTINUED...

- Ensure stock rotation (FIFO) to maintain product quality and reduce waste.
- Provide day-to-day support to the Planning & Operations Executive across logistics, supply chain, and operational tasks.
- Manage control measures to prevent inventory errors and discrepancies.
- Prepare weekly reports on stock levels, usage, waste, and discrepancies.
- Maintain the day-to-day operations of the Warehouse and Warehouse team, ensuring efficiency, accuracy, and compliance with standards.
- Be available to support the Despatch team with fulfilling daily tasks from time-to-time.
- Assist with all Warehouse duties and be available to departments as required during peak trading times.
- Ensure Warehouse areas are clean, organised, and compliant with health and safety standards.
- Track, monitor, and report on wastage, implementing strategies to reduce waste and optimise stock usage.
- Act as a brand ambassador, encouraging a respectful and inclusive team environment.

ABOUT YOU

- 2 Years previous experience in stock control or inventory management (preferably in a bakery or food production environment)
- Familiarity with HACCP and other UK Food Safety standards.
- A valid Forklift license is ideal but not required as training will be provided.
- Strong organisational skills and attention to detail.
- Proficient in inventory management systems and Microsoft Office or Google Suite. (experience with 'Linnworks' is a plus).
- Strong communication skills in both written and verbal English.
- Knowledge of stock rotation practices and food safety regulations
- Analytical and problem-solving skills to address discrepancies.
- Ability to manage time effectively and prioritise tasks.
- Basic numerical and IT skills
- Strong analytical skills and the ability to interpret data effectively.
- Experience in the production industry is desirable.
- Comfortable performing physical tasks and working in ambient, chilled and frozen environments, as part of your daily duties.
- Regularly handling stock, including lifting, carrying, and moving items of various sizes using equipment such as a forklift.
- Flexible approach to working hours, including potential for early mornings, late evenings and occasional weekend work.