



JOB DESCRIPTION

Job Title	Trainee Materials Controller
Location	Hydro House, Aberdeen
Functional/Discipline Area	Operations
Line Manager	Stores Team Lead

Objectives / Scope
Hydro Group is looking to recruit a Trainee Materials Controller to who will be responsible for controlling the flow of materials, equipment, goods and supplies whilst providing support to various departments within the business. This individual will play a key role in supporting all stakeholders as the business is in an exciting growth period and successfully expands its services and capabilities.

Main Responsibilities
<ul style="list-style-type: none">• Kit and issue stock items to all departments as and when required• Locate materials and follow up by updating systems• Complete daily cycle counts and raise any concerns with the line manager• Receipt incoming deliveries and raise any queries with procurement• Complete consumable walks for all departments while maintaining stock levels• Raise purchase order requests for consumable items.• Package completed jobs and meet any customers requirements• Liaise with couriers / hauliers to arrange collection and delivery of materials• Liaise with customers on status of completed goods when required• Raise commercial documentation such as commercial invoices• Maintain cleanliness of all stores work areas• Comply with any environmental responsibilities as identified by the Group• Work independently within the stores team to complete tasks and hit targets• Maintain the Group management behaviours practices and equal opportunity policy

Skills base
<ul style="list-style-type: none">• Computer literacy• Numeracy and accuracy• Good communication skills• Time management and work ethic• Eager to learn