

Stock Controller Cover Letter

6212 Jonathan Road New Lana, NE 22799-3997

Dear Stevie Russel,

I am excited to be applying for the position of stock controller. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for advice and assistance to support Supervisors and PDMs to ensure the effective implementation of the quality management systems.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Volume sourcing of vehicles for Tactical deals
- The provision of Tactical, Ageing or other strategic stock-lists for internal publication
- The identification of business critical tasks in relation to the achievement of internal and external targets through the analyses of stock and pipeline
- Daily oversight of London's live deal-lists in order to ensure that monthly taxing tasks are achieved
- Checking for and reporting back Stock-List errors and discrepancies for correction
- Specification and model analyses of delivered vehicles, compiling the Stock Allocation Template to assist Sales Admin teams with monthly allocation requirements
- Ensure suitable demonstrator coverage on fleet, and pro-active management of used car disposals, in order to achieve best price and maximise profit opportunities
- Ensure all company and demonstrator vehicles and correctly entered onto MIB Database, which is a legal requirement with financial penalties for non-compliance

Thank you for taking your time to review my application.

