

JOB DESCRIPTION

Job Title: STOCKROOM SUPERVISOR

Department: RETAIL

Reports to: STORE MANAGER or STOCKROOM MANAGER(where applicable)

Role Overview

To oversee and ensure the effective completion of deliveries and other related stock tasks, whilst achieving productivity levels and maintaining TWC standards.

Main Duties and Responsibilities

- Maintaining both delivery and stockroom standards to the highest level at all times.
- Ensure that all deliveries are processed and productivity targets are adhered to consistently.
- Ensure that key tasks are completed in timely manner, e.g. stock takes, price changes, recalls, as well as assisting in key events within the stockroom.
- To oversee and carry out the daily replenishment for the shop floor to ensure that sales are maximised at all times.
- Ensuring the effective movement of stock within the store.
- Responsible for stock related operations in the store.
- To attend and participate in store meetings and training sessions as required by your manager.
- To ensure that good communication with your colleagues is maintained as well as ensuring that the Store Management team have a clear understanding of the issues affecting the stockroom and shop floor.
- To foster a team working attitude and be open to constructive feedback.
- To ensure that time keeping, attendance and lateness is in line with company's policies and procedures.
- To be aware of Health & Safety requirements in the store and communicate all potential issues risks to the Store/Stockroom Manager.
- Demonstrating and maintaining security awareness whilst coaching others.
- May be a key holder for the store.

Qualifications Required

- Similar experience working a fast moving stockroom or warehouse environment.
- Retail or service industry experience
- Ability to use own initiative.
- Good team player.
- Stock movement.
- Good interpersonal and communication skills.
- People Management skills

Note: This outline is to be used as a guide only. Changes in this Job Description may occur as the department changes and grows.