

*Paul Smith*

**Job Description**

**For the post of Retail Stock Assistant**

## Job Description

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**Job Title:** Stockroom Assistant

**Position Held By:**

**Report To:** Shop Management

**Department:** Retail

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### Job Summary

To assist with the deliveries of all stock into the Shop, ensuring that all deliveries are accurately booked into the Shop and unpacked into the items correct locations. To be responsible for accurately booking out and sending all stock going to other shops and to Head office, ensuring that all staff members in the Shop are aware of stock procedure and to help sales staff as and when required.

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### Specific Responsibilities

#### Operational

To be present at the Shop at the time of the deliveries, in order to assist with the unloading of the delivery van and organise all relevant paperwork for the driver.

To remove the delivery to the Stockroom and book in the delivery using the scanner and/or manually against the pack notes, ensuring that all discrepancies are recorded. Ensure that all discrepancies are given to the Stock Control Assistants so that they can raise the query with the Warehouse.

Ensure that the stockroom is clean and tidy and organised at all times. To make sure that all staff maintain order and tidiness of the stockroom.

Identify and manage faulty stock and stock without barcode tickets and ensure that these items are fully recorded.

To ensure that all stock leaving the Shop is booked out correctly and sent as quickly as possible, ensuring that all paperwork is completed correctly.

To assist in stock takes on a weekly basis in liaison with Shop Management Team and Retail Office and ensure that the stock take results are downloaded onto till system, reporting all findings to the Shop Management Team.

To pick customer requests for the Shop's Sales Team and deliver to the shop floor as and when required.

To pick stock for shop floor replenishment as requested by shop staff.

To be present at the bi-annual full shop stock check in order to assist with co-ordinating the count. (Holiday must not be booked to coincide with these stock checks).

**Financial**

When required, to assist on the Shop Floor with assisting customers, customer sales and housekeeping.

**Product**

To ensure that the Shop is always merchandised to the Company's desired standard and that, with liaison with the Display Department, the Shop displays are changed on a weekly basis.

To liaise with the Shop Management Team regarding over stocks and stock that is running low within the Shop.

**People**

To manage, in close liaison with Senior Retail Management and HR, all of the staff within the Shop; recruitment, induction, training, discipline and appraisals. To ensure that the correct staffing levels are maintained at all times.

To be available to assist at the end of the sale in packing away the old stock and sending it back to the Warehouse

**Communications**

Advise the Shop Management Team of what is in the delivery and then unpack the stock, dual price and place onto the shelves in an orderly fashion.

**Other**

Any other related duties that are outlined from time to time by the Shop Manager and Assistant Manager.