

JOB DESCRIPTION

JOB TITLE: STOCK ASSISTANT

DEPARTMENT: TRADING

RESPONSIBLE TO: RETAIL MANAGER / RETAIL OPERATIONS MANAGER

OVERALL AIM OF POST

- Distribution of stock throughout all shops and storage facility
- To organise and sort donations, goods and merchandise at the Pettswood shop and Garage unit to go to those needing stock.
- To promote St Christopher's and its services and raise awareness.
- To deputise on occasions as shop assistant and provide occasional cover.
- To oversee storage and distribution from the storage facility.
- To sort recyclable stock appropriately including rag, electrical and paper.
- To maximise income generation opportunities through the management of stock and donations.

Duties and Responsibilities

1. To maximise stock and income opportunities for the St Paul's Cray shop.
2. To store and help organise distribution of stock to all shops.
3. On a daily basis rotate key stock items accordingly to demand / supply and geography within the shop network.
4. To coordinate distribution with volunteers, staff and drivers.
5. To represent St Christopher's in the community and promote a professional image.
6. To manage the stock held and undertake regular stock checks.
7. To deliver and pick up from homes and businesses on occasions if necessary with drivers.
8. To follow safe work practices under national and company agreed health and safety guidelines.
9. To assist in the training of volunteers in day to day operations of their role.
10. To deputise for shop managers on occasions at any shop as necessary in times of sickness, holiday or unplanned leave.
11. To achieve and exceed tight deadlines.
12. Such other duties, within the competence of the post holder, as may be required, from time to time.

PERSON SPECIFICATION: Stock Assistant

Qualifications:	Essential	Desirable
Good standard of general education (Maths and English)	√	
NVQ or equivalent in retail, customer service or business management		√
Full Driving Licence with C1 tonnage classification		√

Knowledge and Experience:	Essential	Desirable
Multi drop driving experience		√
Experience of identifying antiques and other valuable items donated to the shops (e.g. antique furniture)		√
Experience of retail management including stock control	√	
Experience of working in a customer service environment	√	
Experience of handling and transporting furniture and fragile items in a safe and secure manner	√	
Experience of leading and being part of a small team	√	
Knowledge of the local area demographics		√
Geographical knowledge of the local area, roads and transport links		√
Knowledge of the key commercial issues facing the retail sector, including knowledge of competitors and their activity	√	
Knowledge of basic vehicle maintenance		√

Skills and Competencies:	Essential	Desirable
Ability to work on own initiative as well as refer matters to the line manager as appropriate	√	
Excellent customer service skills	√	
Ability to use IT Software to undertake own role (e.g. Word, Excel, Internet etc)	√	
Excellent team player	√	
Flexible approach to work	√	

Other:	Essential	Desirable
Ability to occasionally work evenings and weekends		√