

RETAIL JOB DESCRIPTION

Stock Controller - David Clulow Sunglass Hut (Selfridges Birmingham)- job post Sunglass Hut

Birmingham

Full-time, Fixed term contract

Full Job Description:

As a Stock Controller you will be responsible for the back of house operations.

The store business compliance will also be your responsibility. You will be responsible for the product/stock forecasting and demand planning, maximising and managing the store security services.

PUTTING CUSTOMERS FIRST

- Create customer loyalty for life by ensuring the store is correctly merchandised in line with company standards
- Forecasting, demand planning and working closely with the product team to ensure the store is effectively replenished
- Report to Store Manager (SM), Area Manager (SM) to ensure key trends & stock shortages are highlighted
- Demonstrate sound judgment in anticipating challenges, problem solving, and seeking the right resources to resolve operational issues

DELIVERING GREAT RESULTS

- Accountability for all compliance including but not limited to: Asset Protection, Internal Audits, Health & Safety, Security Services, GDPR and GOC regulations
- Accountable to communicating all Key Dates for stocktake, Audit Monthly.
- Accountable for communicating any compliance issues with Store Manager ensuring these are followed up.
- Ensure all KPI targets & expectations are delivered (Audit, Compliance and Time of door to floor Delivery & confirmation/ Flagging issues of missing Delivery)
- Ensure costs are kept to a minimum & stock loss is in within company guidelines – Any Store with poor Result working with AM on Action Plan.
- All stocktakes are prepped and organised fully for the Floor Teams – Execute all stocktakes for the Floor Teams.
- Delivery Processed and Confirmed compliant at all times.
- Transfers controlled and checked Weekly. Flagging issues with SM to address with Teams.
- Frame Counts all locations fully accountable and ensuring compliant.
- BOH Standards fully maintained and compliant. Follow all company policy and procedures to ensure safety and security of the business
- Regularly analyse stock levels, maximise product/VM and review performance to establish an action plan for improvement – working with Store Managers to ensure Best Sellers are always on display at all times.
- Planograms 100% Accuracy – Walk Monthly with SM. Reporting issues back to AM.
- Network effectively with internal and external stakeholders.

Schedule: 8 hour shift