

**JOB DESCRIPTION**

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| **POSITION TITLE** | Inventory Controller |
| **STORE** | Cambridge |
| **DATE** | April 2025 |
| **REPORTS TO** | Store Manager |
| **PURPOSE OF POSITION** | Manage inventory control procedures, cycle counts and stock reports |
| **STORE VISION** | To provide our customers with a shopping experience which is satisfying and meets their needs, and which encourages them to return on a regular basis. |
| **STORE VALUES** | **I**n it together**A**bove the line**C**ourageous**T**hink Customer |

**REPORTING STRUCTURE**

**RELATIONSHIPS**

**INTERNAL**

* Owner Operator
* Buyer
* Inwards Goods
* Department Managers
* HR/Training/Compliance Manager
* Cycle counters
* Other store staff

**EXTERNAL**

* Foodstuffs Employees

**ACCOUNTABILITIES**

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| **OPERATIONAL** | * Create, coordinate and analyse Cycle Count process
* Maintain stock control procedures
* Manage and control stock levels and flow and resolve discrepancies
* Analyse stock movement and identify trends
* Provide support and assistance in maintaining stock records
* Provide assistance with stock layout and location
* Provide assistance and support to warehouse operations
* Manage price integrity
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**PERSON SPECIFICATION**

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| **PEOPLE FOCUS** | **WORKING WITH PEOPLE*** Display self-awareness, approachability and mindfulness of impact on others
* Demonstrate understanding of people and cultural differences
* Actively builds a team spirit of openness
* Listen, consult and communicate openly and proactively
* Adapt personal style to build and maintain relationships with all stakeholders (staff, suppliers

**PERSUADE AND INFLUENCE*** Influence positively to gain agreement and commitment
* Facilitate discussions to ensure ideas are heard and influence outcomes and actions
* Manage conflict openly, fairly and quickly
* Use questioning and listening skills to understand issues and create solutions
* Demonstrate resilience, influencing team members to try new ideas
* Display acceptance of new ideas and initiatives, adapt to changing circumstances
* Share knowledge and expertise
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|  **RESULTS FOCUS** | **PLAN AND ORGANISE (TO DELIVER RESULTS THROUGH OTHERS)*** Clearly communicate goals and objectives of the business
* Plan activities and projects, in a timely way, considering changing circumstances
* Work systematically; maintain systems and processes in place to ensure compliance and consistent levels of service
* Delegate effectively; empowering staff and holding them accountable
* Coach staff, providing clear, honest feedback on their performance
* Displays disciplined and effective time management
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| **CUSTOMER FOCUS** | **MEET CUSTOMER EXPECTATIONS*** Identify and focus on meeting customer needs and expectations, actively monitor and maintain high standards of customer service
* Identify and implement initiatives to continuously improve the customer experience
* Create an environment to create an excellent customer experience
* Analyse and respond to feedback from all sources
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| **CO-OPERATIVE** **C ULTURE** | **ADHERE TO PRINCIPLES AND VALUES*** Uphold Foodstuffs and store ethics and Values
* Always demonstrate honesty and integrity
* Maintain high level of commitment and implementation of all compliance
* Display a strong work ethic and commitment to the store’s success

**CO-OPERATIVE SPIRIT*** Use the strength of the Co-operative, following co-operative guidelines challenging colleagues, and the store to do the right thing
* Encourage individual and business contribution to the community
* Build a wide and effective network of contacts to support and share ideas
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**QUALIFICATIONS AND EXPERIENCE**

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| **ESSENTIAL** | * High level of computer literacy
* Demonstrated mathematically ability
* Proven experience in retail
* High attention to detail
* Demonstrated ability to influence others
* Physically fit
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| **DESIRED** | * Good verbal and written communication skills
* SAP experience
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**SIGNATURE**

## I have read and understood this Job Description:

Employee Signature Date: