A close-up of a logo

AI-generated content may be incorrect.

**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**

|  |  |
| --- | --- |
| **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 |

**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 |
| **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 |
| **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 |
| **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 |

**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 |
| **DESIRED** | * Good verbal and written communication skills * SAP experience |

**SIGNATURE**

## I have read and understood this Job Description:

Employee Signature Date: