



NEW WORLD JOB DESCRIPTION

Cambridge

POSITION TITLE	Inventory Assistant
STORE	Cambridge
DATE	August 2025
REPORTS TO	Inventory Controller
PURPOSE OF POSITION	Perform Cycle counts and price verifications and support Inventory Controller with other inventory procedures as required.
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	In it together Above the line Courageous Think Customer

REPORTING STRUCTURE



RELATIONSHIPS

INTERNAL

- Owner Operator
- Buyer
- Inwards Goods
- Department Managers
- HR/Training/ComplianceManager
- Other store staff

EXTERNAL

- Foodstuffs Employees

ACCOUNTABILITIES

OPERATIONAL

-
- Perform and report Cycle Counts
- Perform price verifications
- Process and report negative stocks
- Scan shelves and prepare Out of Stock Reports
- POS – check store and put up new POS

PERSON SPECIFICATION

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

CULTURE

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

ESSENTIAL

- High level of computer literacy
- Demonstrated mathematical ability
- Proven experience in retail
- High attention to detail
- Physically fit

DESIRED

- Good verbal and written communication skills
- SAP experience

SIGNATURE

I have read and understood this Job Description:

Employee Signature

Date: