

Job Title: Stock Controller and Administrator

Reports To: Garden Centre Manager

Job Purpose

To ensure that the Garden Centre has the right stock levels to drive profitability and build supplier relationships to ensure the Garden Centre buys stock at prices that support our values and customer needs. This role works closely with the Senior Garden Centre Assistant to maintain stock control and availability for our customers.

Key Responsibilities

1. To work collaboratively with the Senior Garden Centre Assistant to ensure the EPOS system is maintained to a high standard, including stock control to meet sales volume requirements and reduce wastage.
2. To review all stock, including non-sold stock, to ensure that there is always adequate stock by carrying out stock control checks and ordering through approved suppliers. Ensure items are appropriately reduced for quick sale and that all date coded items are reviewed to ensure we remain compliant with Food Safety legislation.
3. To build and maintain supplier relationships to ensure the Garden centre is stocking the right products to maximise sales and profitability. Complete market research to support the introduction of new products and support the Garden Centre Manager in planning stock levels for seasonal events.
4. To react quickly and appropriately to seasonal and weather changes which impact demand for products and adapt the stock levels accordingly.

5. To support in the day to day running of the Garden Centre, providing management cover, alongside the Senior Garden Centre Assistant in the absence of the Garden Centre Manager.
6. To ensure that Health and Safety requirements are always adhered to by colleagues, volunteers, and customers. To report any Health and Safety issues to the Garden Centre Manager immediately. To take appropriate action to resolve issues in the absence of the Garden Centre Manager.
7. To undertake the role of a Garden Centre Assistant in plant care and customer service, as required. To attend meetings and training as required.

Person specification

Factor	Essential	Desirable
Skills, Competency & Values	<p>Communication – verbal and written - Basic numeracy, literacy and admin skills. Good listening skills, communicates effectively (Inc. written)</p> <p>Values – Demonstrates company values. Self-motivated and enthusiastic to learn new skills. Demonstrates an inclusive approach at work and supportive to colleagues.</p> <p>Committed - Committed and motivated towards working with adults with a disability, desire to continuously learn.</p> <p>Practical Approach - Logical with a practical common-sense approach to situations.</p> <p>Team - Team player, positively contributes towards the team.</p> <p>Planning - Manages own workload and priorities. Thinks outside of the box to find solutions/options</p>	

Education and Qualifications	UK Driving Licence and business insurance (if specified for the role)	
Knowledge	Horticultural knowledge. Basic understanding of Health and Safety. Training/knowledge in relevant areas.	
Experience	Previous Horticultural / Retail experience. Previous experience of stock control is desirable, with an understanding of seasonal demands.	
Other Specific Requirements	Available to work variable shifts as per rota, Inc. weekends, bank holidays. Committed to equal opportunities and diversity. Appointment is subject to an enhanced Disclosure and Barring Service check (DBS) Check and eligibility to work in the UK.	