

**GOODWOOD**

**The Role**

The **Retail Stock Supervisor** will be a part of Goodwood Retail team reporting to the **Retail Operations Manager.**

**About us**

At Goodwood, we celebrate our 300-year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

You will be responsible for the day- to- day management of the warehouse and all stock. You will work closely with the Operations Manager and the E-Commerce Manager on the re-ordering of stock ensuring the correct levels of the most popular products are consistently maintained

You will be part of a hardworking and vibrant team who are passionate about retail and growing the business at Goodwood. You will have responsibility for the on-event stock assistants who will support you during these busy periods.

**Key responsibilities**

* Responsible for all stock control in the Warehouse and ensuring systems are kept up to date. You will accept deliveries, accurately checking PO’s and delivery notes and maintaining structured and organised clean storage.
* Review and replenish stock in locations across the Estate ensuring systems are accurately kept up to date.
* Responsible for preparing stock rooms on event and managing all stock during these key periods.
* Responsible for placing orders for replenishment to avoid insufficient or surplus stock.
* To carry out and manage monthly stock counts and annual stocktakes and audits.
* To constantly review existing products performance and quality.
* Maintain performance levels to maximise accuracy of stock figures in line with site KPI’s.
* Support the fulfilment process of orders at key times of the year and as and when required.
* To carry any task reasonably requested of you Responsible for communication of issues/ information to line manager e.g., stock count variances, count accuracy or general warehouse queries

**Qualities you will possess**

* Methodical and organised, an analytical thinker
* Demonstrates excellent attention to detail
* Enjoy working as part of a team
* Self-Starter with a proactive approach
* Passion for what you do
* Good communicator
* Positive and friendly with “can do attitude”
* Outgoing with a sense of fun
* Problem Solver
* Inquisitive mind
* Enjoys learning
* Uses own initiative

**What do you need to be successful?**

* Experience in a similar role, taking responsibility for managing stock
* Good working knowledge of retail systems, Excel and Word, Shopify experience would be beneficial.
* Experience of effectively communicating at all levels of an organisation.
* Full clean driving licence and own or reliable transport
* Ideally live within reasonable commuting distance to the Estate
* Able to develop and roll out processes to improve efficiency of department
* Physically fit to work in a role where the vast majority of the day is standing and requires heavy lifting
* Ability to react within a complex and growing operational environment
* Methodical and able to demonstrate the ability to prioritise workload and task