



JOB DESCRIPTION

Job Title

Retail Stock Control Assistant

Reporting

You will report directly to the Retail Manager. This reporting situation may change as the organisation responds to ongoing change and business requirements

Purpose of Post

The main purpose of this role is to ensure that the stock control function of the shops at Ireland West Airport operates in an efficient manner and that all processes relating to this area are completed on a daily basis. The role will also offer support to the retail team when required in terms of operating cash tills and ensuring retail standards are maintained in our retail outlets at all times.

Key Responsibilities

- Process, check and maintain electronic records of the status of all deliveries on a daily basis
- Ensure deliveries are processed in a timely manner; manage the stockroom, and ensure stock levels are continuously monitored to meet business requirements
- Forecast supply and demand to prevent overstocking and running out-of-stock
- Assist the retail team in the placing of orders to replenish retail products
- Minimise stock losses and support the retail team in the efficient running of the stockroom
- Work with Retail and finance teams to ensure stock receipt/dispatch paperwork is compliant with procedures
- Maintain the internal back-office retail system with regards to pricing, stock movements & transfers, margins, currencies etc.
- Investigate back-order issues and identify solutions.
- Work with the retail team to develop and implement a system of scheduling deliveries from all suppliers in order to increase the effectiveness of the goods in process.
- Set up new products and management of existing products on retail back-office system
- Complete all EMCS documentation required for international bonded shipments of duty-free products along with processing of Irish customs warrant documentation.
- Complete of month end accounts on a timely basis
- Work with the retail team in the organisation and management of regular stocktakes

- To assist the retail team when required to do so in any aspect of operating our retail stores

Please note that this list is not exhaustive – new duties and responsibilities will be incorporated as a matter of custom and practice as the role evolves.

Person Requirements

- Previous experience in a stock control position is **essential**.
- Working experience in consumables and stock controller function desirable.
- Experience in operating goods in processing and inputting is highly desirable but not essential
- Keen eye for detail and stock management.
- Experience working with retail back-office systems
- Customer focussed and committed to offering excellence in customer service.
- Excellent interpersonal and communication skills.
- Strong organisational skills.
- Enjoy working in highly competitive, fast-paced environment.
- A proven ability to work on own initiative
- Has the ability to work flexible hours.