



ASSISTANT RETAIL & STOCK MANAGER

We are looking for a highly organised, analytical and detail orientated individual to join our team as an Assistant Retail and Stock Manger. This role is perfect for someone who has strong commercial awareness, is a confident and clear communicator and has the ability to coach and motivate a team. A passion for retail is a must.

A bit about us?

We exist to help the world fall in love with Scotch whisky – we do this by enthusing, impassioning, educating and inspiring our guests about our national drink in everything that we do.

About you?

- A proven track record in all aspects of stock management, including ordering and sales analysis.
- A strong eye for detail and an understanding of visual merchandising.
- Keeps calm under pressure and thrives in a fast-paced and constantly changing environment.
- A natural leader, who is confident in developing and motivating a team to deliver an exceptional customer experience.
- A logical thinker, who can identify problems and find solutions.
- Knows how to prioritise a workload and understands the importance of time management.
- A strong communicator with the ability to convey information clearly and confidently.

What will you be doing?

The role of Assistant Retail & Stock Manager is a varied one. As part of a small but dedicated team, your day could range from stocking the shelves & taking in deliveries to running a stocktake & conducting 121 reviews and everything else in-between.

- Undertaking all processes required by retail, including but not limited to – Setting up products, reviewing stock levels and placing orders, receiving and processing (often sizeable) deliveries*, approving invoices, managing stock transfers and write offs, running and reporting on stocktakes and completing month end reports.
 - Accurately managing our stockholding using EposNow, our specialist stock system.
 - Distributing and managing stock across multiple stock locations and departments.
 - Working as part of the retail management team to agree the strategic direction of the department and providing suggestions to improve our day-to-day processes and procedures.
 - Leading our team of Stock Assistants to deliver our expectations by providing regular coaching and feedback & conducting 121 reviews to develop their knowledge and interpersonal skills.
 - Developing and hosting staff tastings & trainings on a regular basis.
 - Working with our Stock Assistants and Visitor Assistants to ensure their daily tasks and cleaning schedules are completed.
 - Leading by example by proactively approaching customers on the shop floor, making genuine recommendations and providing a service that exceeds customer expectations – from initial welcome to processing the sale.
 - Completing essential daily tasks, including but not limited to – stocking up, pricing and displaying products, cleaning, housekeeping, rotating stock and maintaining product displays.
- *Due to our historic location, and listed status of our building, deliveries are taken in by hand. As such, manual handling is a key component of the role***



Contract Full-time 36.25 hours per week

Hours are rota based, includes evenings and weekends

Salary from £27,000.00 per year, depending on experience

Interested?

Do you think you have something to bring to our team? Then we'd love to hear from you. [Tell us why you'd love to join our team!](#) Closing date 26th September 25



We can't wait to meet you!