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# Example of Stores Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of stores manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for stores manager

* Follow up, liase and coordinate planning results with purchasing, Production planning, production, Maintenance and stores, update the plan accordingly to get the material in the right time, with the right quantity and optimize the supply network
* Prepare and manage warehouse procedures and guide lines
* Efficient receipt, storage and issue of material and spare parts
* Administer, improve and develop the warehouse activities to achieve maximum efficiency, effectiveness and quality of service
* Co-ordinate with health and safety officer to comply with health and safety regulations
* Manage team’s individual, performance and reward and training & development within clear improvement plans, using IDevelop, Supply Chain and Procurement Academy tools and CAP framework and PIP’s to drive performance and efficiencies towards world class standards
* Evaluate all documents and SAP entry pertaining to warehouse operations, supervise general housekeeping and cleanliness of the warehouse
* To supervise Engineering stores warehouse security system
* Compile list of obsolete stocks and ensure they are written off
* To verify the items as per the packing list and goods received note to assess any physical damage or wrong supply or discrepancies/shortages and report the same claims

## Qualifications for stores manager

* At least four years of experience supervising at least seven stores in the women’s fashion apparel business, preferably with a lifestyle brand, are required
* Bachelor’s Degree preferable and 5-7 years sales experience within the professional beauty industry or retail
* To supervise and verify stock and discrepancy sheets and conduct reconciliation for discrepancies in consultation with Audit, Finance and IT departments
* Apply SAP, EISC and stores management processes and standard work procedures
* Ensure team members adhere to real time SAP entry per shift as required by business standards
* To adhere to ISO 9001 and 14001 policies and procedures