



Example of Stock Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of stock supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for stock supervisor

- Working with local Quality department to ensure timely execution of Observations, NC's and CAPA's
- Prioritizing workloads, monitors and adjusts daily work schedules, and distributes projects to ensure schedules are met
- Implementing material management and distribution policies and standards
- Acquiring quotes for equipment and supplies and place orders through purchasing system (ARIBA)
- Ensuring product is replenished and available for processing of sales orders
- Cooperating with relevant department to arrange the inventory levels and delivery times, and establishes alignment with the other supply chain partners
- Participating in developing department budget and management of this budget
- Analyzing changes in the inventory of material and finished goods, and makes recommendation as appropriate
- Effective communication and collaboration with Senior Management and internal/external stakeholders
- Schedules and routes inbound and outbound domestic and international shipments of freight

Qualifications for stock supervisor

- 1-3 years of sales or stock experience preferred
- Interest in fashion and current season trends

- Develops the criteria, including SOP's necessary to implement and to audit Inventory Control processes for receipts and issues of all finished product in Distribution
- Monitors frequency of pick reports to ensure product is at the correct picking/surplus levels
- Control and monitor Stock Evaluations/Holds and move inventory accordingly