



Example of Stock Supervisor Job Description

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Our company is growing rapidly and is hiring for a stock supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for stock supervisor

- To assist in the induction of all new starters through use of the induction pack
- Help to maintain clean and well organised shop floor, drawers, till points and stockrooms
- Carry out any additional responsibilities that may be given repairs, petty cash Assist with store reporting where required
- Successfully on-boarding new employees via interviews and trainings
- Mentoring new and existing employees to stimulate out of box ideas
- Remaining responsive & committed to high levels of customer service
- Coordinating staffing assignments & distribution of work
- Reporting, analyzing, and addressing buyer productivity and performance
- Reviewing inventory levels, turns, and excess for non-stock order approvals
- Understanding products and applications to drive inventory turns

Qualifications for stock supervisor

- Manage and control the economic resources and assigned materials to the area, in order to ensure the goals of the operational expected results, within the agreed budget
- Replace the Depot Manager during his/her absence, ensuring the operational and functional continuity of the company
- Ensure the compliance of the internal safety rules and prevention risks regulations
- Knowledge in business oriented productive processes

