

Retail stockroom supervisor

Reports to: Retail operations manager
Department: retail
Contract: permanent

Overview

An exciting opportunity has arisen for a keen and enthusiastic Retail Stockroom Supervisor to join the retail team at the Design Museum. This role will contribute to the smooth running and success of the museum's recently expanded retail operation at our new home in Kensington. There are two impressive on site shops, an e-commerce channel, and two stockrooms at the new museum.

The Stockroom Supervisor oversees the operation of the two stockrooms in the museum, receiving goods in to the loading bay, organising dispatch of E-commerce orders, organising shop replenishment and all necessary picking, packing and unpacking as well as managing the EPoS component of the stockroom.

You will have a passion for retail, be proactive and able to use your initiative. You will also be reliable, with excellent time keeping and a flexible approach to work, being able to respond to a range of situations when dealing with suppliers, delivery companies and your colleagues. The role will supervise a part time Retail Stockroom Assistant.

Job description

- To be responsible for the management of all retail stock and to ensure it is stored and managed in a secure manner
- Maintain both delivery and stockroom standards to the highest level at all times, ensuring that the stockrooms are kept in a tidy and secure state. To receive and process stock deliveries efficiently and in accordance with retail procedures
- To work with the Retail Operations Manager and Retail Stockroom Assistant on quarterly and annual stocktakes
- To maintain high standards of accuracy in stock figures and to work with the Buyer and Retail Operations Manager to ensure the EPoS system is showing correct figures for stock items
- Liaising with the E-commerce Manager in picking, packing and posting web orders and to make sure that all parcels packed for customer orders are done in accordance with museum retail standards
- To receive retail stock deliveries at the loading bay and to move deliveries up to the retail stock room
- To produce daily stock transfers for each of the two shops based on the previous day's sales

- Restocking both shops during the mornings prior to opening
- To foster a team working attitude and ensure that good communication with colleagues is maintained
- To be aware of Health and Safety requirements in the stockrooms and communicate all potential issues and risks to the Retail Operations Manager
- Supervision of a part-time Stockroom Assistant
- Any other reasonable tasks as directed by the Retail Operations Manager

Person specification

Knowledge, skills and experience

Essential

- Experience with using retail EPOS systems; preferably over multiple sites
- Experience of working in the retail industry
- Experience of working in a stockroom or warehouse in similar or retail environment
- Experience of supervising staff, motivating, inspiring and developing team members in line with organisational policies
- Good attention to detail and strong organisational skills
- Flexibility, punctuality and reliability
- Trained and skilled to a high level at manual handling with the ability to lift and move stock in line with health and safety procedures
- Good interpersonal and communication skills
- Ability to use own initiative
- Ability to work well as part of a team as it is core to our organisational values

Desirable

- An interest in design

Terms and conditions

Salary: £19,494 per annum, (£9.37 per hour)

Holidays: 25 days per annum

Hours: Full time – 40 hours per week normally Monday – Friday

however some weekend/bank holiday/evening work may be required.

Hours of work 7.00 – 15.30 with a 1 hour break.

The museum offers many other benefits including access to a defined contribution pension scheme, season ticket loan, childcare voucher scheme, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and restaurant and free entry to a wide number of galleries and museums in London.

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to applications@designmuseum.org.

Please quote Job Ref: SRSup/2017 in the email subject header

Closing date for applications: 15 August 2017, 9.00am

Interviews: week beginning 21 August 2017

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

About the Design Museum

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson will convert the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

Our mission, vision and values

Our vision

We want everyone to understand the value of design

Our mission

To create the most inspiring, exciting and engaging Design Museum in the

world

Our values

Welcoming everyone to the museum and making them feel it's a place for them

Collaborative engaging with many partners to bring our vision to life

Enterprising working hard to make the museum a financial success and build a strong commercial reputation

Provocative challenging people to look and think afresh about design

designmuseum.org