

## JOB DESCRIPTION

<b>Job Title</b>	Inventory Administrator
<b>Department</b>	Operations
<b>Directly Reports to</b>	Retail Manager In the Retail Manager's absence, the role reports to the Pharmacist Manager or the Pharmacist on Duty.
<b>Key Relationships</b>	Internal: Retail Supervisor, Store Manager, Retail Assistants, Finance team, Category team, and Marketing team. External: Suppliers and Customers.

**Role purpose:** The Inventory Administrator is responsible for overseeing the efficient management, control, and accuracy of inventory within the store and storage areas. This role ensures for the accurate receiving, checking, and recording of all incoming stock and deliveries, stock is maintained at optimal levels, discrepancies are investigated and resolved promptly to maintaining efficiency, accuracy, and compliance with company procedures. The role requires strong attention to detail, analytical skills, and effective collaboration with store, operations, Suppliers and Head Office Buying team.

<b>Key Responsibilities</b>	<b>Key Deliverables/Outcomes</b>
Goods Receipt and Verification	<ul style="list-style-type: none"> <li>Receive and count stock from suppliers.</li> <li>Verify that the stock matches the purchase order in terms of quantity, description, and quality.</li> <li>Check for any discrepancies or damages.</li> </ul>
Quality Control	<ul style="list-style-type: none"> <li>Conduct quality checks on incoming goods to ensure they are in good condition. Identify damaged or defective items and process for return or further action.</li> </ul>
Inventory Update	<ul style="list-style-type: none"> <li>Update Toniq to reflect the new stock levels, using the invoices.</li> <li>Update prices and print out labels.</li> <li>Ensure accurate records and prevent out of stock or overstocking issues.</li> <li>Monitor and update negative stock levels and pricing adjustments.</li> <li>Identify and process expired stock.</li> <li>Keep inventory systems up to date and maintained.</li> </ul>
Inventory Management & Control	<ul style="list-style-type: none"> <li>Monitor, track, and update stock levels across systems to ensure accuracy.</li> <li>Conduct regular stocktakes, GAP scanning, and reconciliations.</li> <li>Identify, investigate, negative stock, potential out of stock and long term out of stocks and resolve stock variances, shrinkage, or discrepancies.</li> <li>Maintain appropriate stock levels to support sales demand while minimizing excess/obsolete stock.</li> </ul>
Documentation and Record-Keeping	<ul style="list-style-type: none"> <li>Ensure that credit notes are created for suppliers and Invoices are properly filed.</li> <li>Keep all banking records organized.</li> </ul>
Storage and Organisation	<ul style="list-style-type: none"> <li>Oversee storage of stock, ensuring safe placement in accessible locations for easy access and inventory management.</li> </ul>

Communication	<ul style="list-style-type: none"> <li>• Keep the stock room clean and tidy, clear of rubbish and cardboard.</li> <li>• Organise and optimise storage outlay.</li> <li>• Check and follow up on emails daily.</li> <li>• Prepare and send End of Month Report to Finance and relevant departments.</li> <li>• Communicate with suppliers to resolve any problems, including initiating returns or replacements (discrepancies or damages).</li> </ul>
Stock Replenishment Coordination	<ul style="list-style-type: none"> <li>• Ensure stock is well-organized and easily accessible to Retail Assistants for efficient replenishment.</li> <li>• Monitor stock levels and coordinate timely replenishment.</li> </ul>
Collaboration with Other Departments	<ul style="list-style-type: none"> <li>• Collaborate with various departments, including Category Team, Finance, Marketing and Retail/Dispensary, to ensure smooth operations.</li> <li>• Contribute to ongoing improvements in stock control processes.</li> </ul>

**Skills and Qualifications**

Attention to Detail	<ul style="list-style-type: none"> <li>• Ability to carefully check received goods against orders to ensure accuracy and identify any discrepancies.</li> </ul>
Organization and time management	<ul style="list-style-type: none"> <li>• Capable of efficiently managing and tracking inventory, ensuring that stock is correctly stored and recorded.</li> <li>• Efficient in managing multiple tasks simultaneously, ensuring timely processing of incoming goods and avoiding delays in stock updates.</li> </ul>
Problem-Solving	<ul style="list-style-type: none"> <li>• Skill in resolving issues related to discrepancies, damaged goods, or missing items.</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with suppliers, and internal departments to resolve issues or clarify requirements.</li> </ul>
Inventory Management	<ul style="list-style-type: none"> <li>• Knowledge of Toniq or similar software, including the ability to update records and ensure proper stock levels.</li> </ul>
Basic IT Skills	<ul style="list-style-type: none"> <li>• Familiarity with inventory management software, spreadsheets, and other tools used for tracking goods and stock levels.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous experience in warehouse operations, inventory control, or logistics is preferred.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Understanding workplace safety practices, especially when handling or moving goods, to ensure compliance with safety standards.</li> </ul>

**Attributes**

- Team player with a proactive approach.
- Reliability
- Ability to stand for long periods and carry out physical tasks like stocking and moving boxes up to 25kg.
- Trustworthiness and honesty in managing inventory, ensuring all goods are accurately accounted for without discrepancies.

Employee name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_