

# Penny Petroleum

Penny Petroleum Head Office, Old Station House, Hedgeley Services,  
Powburn, Alnwick, Northumberland, NE66 4HU Tel: 01665 578216

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Ref: Stock Taker / Relief Manager

Penny Petroleum is currently undertaking a large program of expansion throughout its trading estate. An opportunity has therefore arisen for a new stock taker / relief Site Manager to join our expanding field team.

The main focus of this role is on stocktaking; however, you will be expected to provide relief cover for Site Managers from time to time.

We are looking for someone who has previous experience of stocktaking in a retail environment and who is able to work independently on their own initiative. Previous retail management experience is an advantage but is not essential.

We will expect you to travel throughout the Company's entire trading area, and occasional overnight stays as well as early starts / late finishes will also be required.

You will need to be IT literate, have a good level of numeracy and be able to communicate well both verbally and in writing.

If you believe that you have the required skills and experience for the role, please email me on [tonybailey@pennypetroleum.co.uk](mailto:tonybailey@pennypetroleum.co.uk) with your CV. outlining your experience and why you believe you would be suitable for the new position. The closing date for the role is Friday 26<sup>th</sup> January 2018.

I have attached a job description to assist you in understanding the requirements of the role in greater detail.

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## **Job Description.**

**Job Title:** Stock Taker / Relief Manager

### **Job Purpose**

To support the Head of Operations by carrying out stock takes accurately and professionally and assisting with security checks.

**Reports to:** Head of Operations

### **Key Accountabilities**

- Complete stock takes at site level professionally, accurately and efficiently both individually and as part of a team.
- Liaise closely with the area team, head office, site managers, staff and external bodies when required.
- Report any urgent/immediate stock issues or losses to the Head of Operations before finalising the count.
- Check on short dated stock and add to the report.
- Spot check any items that have been previously counted and recorded by staff to verify counts.
- Act in a professional manner at all times when representing the Company.
- Spot check any given site or sites which require further investigation
- Assist with security checks as required (e.g. staff purchases)
- Check and record the air/water/vacuum readings at every stock take
- Assist with any other reasonable request made by higher management at the time of stock taking
- Hold or apply for a personal licence holder for the company at any given time.
- Travel throughout the Company estate and take stock, occasionally involving overnight stays and variable working hours.
- Attend internal and external training courses.

- Accurately record daily mileage on the forms provided, and claim back in accordance with the Company Expenses procedure.
- Complete and maintain up to date paper work as required.
- Complete a weekly time sheet in an accurate and timely manner
- Complete the daily stock take sheet after taking stock and email directly to the Head of Operations after the stock count.
- Complete a Security Check List at given sites as required.
- Cover when required the site managers position at any given time.

Please note that the list of duties included in this job description is not exhaustive, duties may alter in nature occasionally and from time to time you may be asked to carry out other reasonable duties.

**Penny Petroleum**