

Careers in Retail

Stock Management

The choice of careers in retail is wide and varied. There are opportunities in shops of all sizes and product mix and behind the scenes in the stock room, warehouse and support departments like human resources, merchandising, IT, purchasing and finance.

Working in a small or medium size shop can provide you with an opportunity to experience all aspects of retail under one roof: selling, customer service, stock administration and control. Larger stores may separate some of the job roles so a stock control assistant will not get involved in selling products

If you think about the number of product lines that a shop stocks you start to realise that someone has to manage the arrival, unpacking and preparation of the products for the sales floor. That person is the stock controller or stock keeper. They may be out at the back of the shop in the stock room or in the warehouse located away from the main site. Wherever they are situated they are essential to the organisation otherwise the retail chain breaks and the products are not in the right place at the right time to maximise sales and keep the customer happy.

The stock keeper has to be organised and good at planning. The stock keeper needs to be quick to identify price problems and delivery discrepancies. The maintenance of accurate information (often computerised) is essential in the job. There may not be as much contact with customers however the stock keeper must liaise with the staff in the shop and with the distribution centres or the suppliers.



Routes to entry:

The qualifications and level of experience you will need will depend on the job that you go for. Most organisations will initially be looking for GCSE qualifications or equivalent, **however life experience, energy, good communication and numeracy skills, enthusiasm** and a good CV will get you along way.

Many organisations now offer the opportunity to learn on the job and to work towards a National Vocational Qualification in the job area: retail, customer service, warehousing

Useful links:

www.lsc.gov.uk
www.skillsmart.org.uk

Check out these sites for careers in retail.

www.retailrecruitment.net
www.retailmoves.com
www.camcity.co.uk
www.inretail.co.uk
www.retailcareers.co.uk
www.graduatetoretail.org
www.doctojob.com
www.thebigchoice.com

Freephone

Call the Retail Career line for advice and guidance on training and careers in retail on **0800 093 5001**

e-mail

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