

MANAGED STORES MANAGER

JOB DESCRIPTION

JOB INFORMATION

Job Title	Managed Stores Manager
Business	Buildbase
Reporting To	Regional Partnering Manager

JOB SUMMARY

Responsible for the upkeep, organisation and control of the Partnering Store and to effectively work as part of a team in which you'll make sure the Housing Trust can rely on a timely, friendly and dependable service.

To meet and exceed the trust expectations in terms of the efficiency of the service we provide.

TASKS & ACTIVITIES

General

- Build effective working relationships with trust, in order to understand their requirements thus ensuring that the correct products are supplied.
- Ensure the Store has adequate stock of all products required by the trust
- Attend all trust meetings
- Ensure that the store is kept tidy and safe at all times
- Comply with all Health and Safety guidelines required by the company
- Ensuring that the store complies with all ISO 14001 and ISO 9001 requirements
- Making competent commercial decisions in-line with Senior Management.
- Ensuring good housekeeping within the branch and warehouse to provide a safe, professional environment.
- Promoting responsible attitudes towards health & safety.
- Managing the branch administration to meet company standards and agreed deadlines.
- Ensuring active compliance with legislation and company policies within the branch.
- Controlling the branch stock, via deliveries and the timely return of faulty/damaged goods and ensuring up-to-date accurate stock records.
- Ensuring that branch assets are properly maintained and protected from possible damage and theft.
- Ensuring that the end of day procedures are completed in a safe, accurate and timely manner.
- Willing to perform any other duties as may be deemed necessary or as may be required by the company

People Management

- Building effective working relationships with customers, in order to understand their requirements thus ensuring that the correct products are supplied.
- Leading by example and promoting the Buildbase business.
- Actively identifying own training needs.
- Efficiently dealing with people management issues, as and when they arise.
- Establishing relationships and communicating effectively with colleagues, the trust and suppliers.
- Work and communicate as a team member to ensure the branch operates efficiently and effectively within company policy.
- Using initiative to identify and solve problems.

SKILLS & EXPERIENCE

- Able to manage branch financial performance against budget.
- Ability to deliver on sales, profit & margin targets
- Effectively control stock and assets against company policies.
- Produce reports – Monthly reports etc.
- Maintain high staff retention and motivation levels.
- Ability to meet and exceed branch bonus targets
- Able to comply with health and safety requirements/regulations
- Must be tidy and organised with a keen eye for detail
- Should be prepared to use initiative when delivering orders to ensure that the customer's needs are met whilst not compromising health and safety regulations.
- Must be prepared to fully support the Branch at the twice yearly stock-take.

OUR VALUES



We have the know-how



We get stuck in



We stand together



We get it done

WE HAVE THE KNOW-HOW



Our customers rely on us to understand their trade, so we work hard to make sure we know our stuff.

We train our teams to be the best they can be, to build on their skills and to share their knowledge.

WE GET STUCK IN



This is a “roll your sleeves up” business.

We are all willing to muck in and get our hands dirty to make Buildbase brilliant.

Everyone in Buildbase has a can-do attitude and we take pride in everything we do.

WE STAND TOGETHER



Buildbase is one family

We work together across teams, look out for each other and our number one priority is to make sure everyone goes home safe.

No matter what their background, we respect each other and value everyone’s contribution.

Our people are proud of the part they play in their local communities and we all do our bit to protect the environment and support charities large and small.



WE GET IT DONE

Through the resilience and determination of our people we deliver on our promises and that's why our customers trust us to get the job done.

We will always go the extra mile to make sure we are brilliant at what we do, whether we are based in branch, in the office or on the road.