

Store Supervisor

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Company: HomeChoice Holdings Limited

Location: Cameroon

Category: other-general

Description

The ideal candidate for this position will be responsible to coordinate and manage all administrative procedures and systems ensuring a strong internal control environment through the implementation of policies; procedures, Standard Operational Procedures and Self Audit process.

What you will love doing in this role

Drive Operational Efficiencies

Financial stock take planning and execution

Ensure Showroom Processes (Inventory, Receiving and Frontline) are adhered to and aligned to legal regulations

Ensure Showroom merchandise is aligned to current catalogue product offering

Ensure products are visually merchandised as per the guidelines

Ensure stock is managed by ensuring accurate receipting and maintenance of floor stock

Manage the productivity of the Showroom in all areas and drive sales

Deliver adequate and timely action plans and monitor progress to address and resolve deficiencies

Stock Management

Ensure efficient stock control process to allow the store to have the right amount of stock

in the right place at the right time

Responsible for stock taking /counts within the store

The size and number of surpluses and deficiencies revealed by stocktaking to be shared with ROM and Head of Showrooms to measure the efficiency of the storekeeping, control and procedures in general.

Cash Management

Ensure efficient cash handling process (counting, recounting, reconciling discrepancies, making deposits)

Investigate cash shrinkage, counterfeit currencies, safe and bank discrepancies

Reduce cash exposure to avoid robberies/Burglaries

Track cash flow between POS and safe

People Management

Conduct adequate training on the internal controls. Build knowledge and understanding of risks in store. Provide coaching and guidance to ensure maximum efficiency and compliance.

Reporting

Deliver adequate and timely reporting on the internal control framework and deficiencies

SHORTAGE

Target

Internal Audit Score

Target

HEALTH AND SAFETY COMPLIANCE

Ensure safe working environment by following and adhering to OHSAS 18001 regulations (The Law provides guidelines in the appointing and training of Safety Representatives, Evacuation Marshals, Fire Fighting, First Aid, Evacuation drills and procedures and Safety Signage).

Ensure staff is trained adequately on Occupational Health and Safety methods and accident/incident prevention to be effective in preventing mishaps in the workshop.

Ensure the Occupational Health and Safety training is undertaken by accredited training institutions and trainers and refresher courses conducted periodically as per the requirements set out by the OHSAS 18001 Laws and Regulations.

Asset Register

Ensure store have a detailed list compiled of all business assets

Ensure stores record the movement of assets

Implement control sheets to monitor movements of electronic devices such as laptops, pagers, mobile devices

devices

Requirements

What you'll need to do this role

Grade 12/Matric/NQF 4 - Minimum (Required)

Min 10 years' experience in Compliance and Admin Management

Staff Management

What we will love about you

- Energetic with a positive attitude
- Persuasive skills
- Ability to work independently as well as within a team
- Excellent communication skills
- Good analytical ability and attention to detail
- Resilient and change orientated

Behaviors we love

- Wow my customer
 - o Walk in my customers' shoes
 - o Deliver on my promises
 - o Deliver insight-led solutions my customers need
- Treat the business as my own
 - o Take accountability

- o Be curious, creative & explore opportunities
- o Do it right & at the right time
- Play as a team
- o Be helpful
- o Be inclusive
- o Find the fun

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