



Job Description

Job Title	Stock Control/Retail Administrator
Reporting To	Head of Retail
Department	Commercial/Merchandise

Job Purpose

To assist the retail team with the effective processing of the retail department's administration requirements. To effectively manage stock control and assist in providing an exceptional customer experience for the Silverstone customer.

Key Responsibilities

- Effectively manage the warehouse area and stock holding
- Receive stock, book in and allocate to an available warehouse location
- Work collaboratively with team to run and process replenishment for retail locations
- Process stock adjustments and transfers
- Set up new products
- Set up new suppliers
- Effectively process purchase orders and manage buying administration
- Liaise with suppliers
- Provide regular reports & retail sales trackers
- Process 3rd party commissions
- Manage supplier returns
- Stock control
- Produce a retail calendar and working manual
- Forecast stock and analyse sales
- Visual merchandising in retail areas
- Assist with catalogue and Ecat production
- General office administration
- Assist with event set up
- Customer service

Silverstone Circuits Ltd

Jimmy Brown Centre, Silverstone Circuit, Northamptonshire, NN12 8TN, United Kingdom
+44 (0)844 3728 200 info@silverstone.co.uk www.silverstone.co.uk
Company No. 882843 VAT No. GB 170160935 Registered in England and Wales



Key Relationships

Head of Retail, Marketing, Finance, Venue partners and venue services, Suppliers, Seasonal staff, events team Drive and the IT Department.

Knowledge, Skills & Qualifications

- Experience within a small/midsize retail organisation or event background
- Strong stock control/warehousing skills
- Experience in processing retail/buying administration
- Passionate about stock control & customer service
- Effective communications skills
- Highly organised
- Confident in Word, Excel and PowerPoint
- Flexible approach to working hours , including weekends and some evenings
- Full clean UK driving licence

Competencies

Customer Focus	Willing to go the extra mile
Communication	Is clear and articulate in oral and written communication
Team Working	Recognises and rewards contribution of others
Drive for Results	Accepts and meets stretching targets

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