

JIMMY CHOO

Company Profile:

Today, Jimmy Choo encompasses a complete luxury lifestyle brand. Women's shoes remain the core of the product offer, alongside handbags, small leather goods, scarves, sunglasses, eyewear, belts, fragrance and men's shoes. The design direction is overseen by Creative Director Sandra Choi, who has a vision to create one of the world's most treasured luxury brands. Part of JAB Luxury, a privately held luxury goods group, Jimmy Choo has a store network encompassing over 180 locations in 32 countries and is present in the most prestigious department and specialty stores worldwide.

Job Title: STORE STOCK CONTROLLER Metzingen Outlet

Department: European Retail

Reporting to: Store Manager Jingyuan Ge
metzingen.manager@jimmychoo.com

Nature and Scope of Position:

The Stock Controller will be responsible for all aspects relating to stock control activities within the boutique and is a key support of the management team.

Key relationships:

Head Office stock control Team, Swiss Warehouse in Contone, Jimmy Choo Supply team and any miscellaneous third parties facilities, Business Services, EMEA stores, EMEA finance, After Sales

Main responsibilities include:

- Receiving deliveries and ensuring that the stock delivered matches supporting documentation and reporting discrepancies to management team in store and Stock Control team in Head Office
- Managing In and Out stock transfers and follow-up
- Supporting management with the weekly reconciliation of unverified transfers and negatives reports sent by Head Office
- Performing cycle counts as requested by management or Head Office
- Supporting management in the processing, recording and sending of faulty stock
- Supporting management with stock takes and reconciliation of stock
- Organizing stock on shelves and maintaining a clean and neat stockroom by putting in place a store mapping
- Transferring or removing, if necessary, boxes from stock room to stock room
- Communicating any stock issues to management team in store and Stock Control team in Head Office and proactively help to find solution

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- Maintain effective stock room controls to ensure continued stock supply and ensure stock record accuracy for automated system to work and optimizing sales in store
- Required to participate in stocktakes
- Required to participate in store events
- Take an active role in ensuring quality of your own work conforms to any standards defined by the company
- To communicate to the store team delivery schedules as available 4 days in advance in the system
- Plan your stockroom schedule in accordance with peak business hours, ensuring customer traffic and demand can be met
- Develop relationships and communicate effectively with wider store team
- Develop relationships with the couriers provider (for example TNT)
- Take overall control and responsibility for the management of stock and the stockroom including relevant processes and procedures, raising any issues / concerns and taking appropriate action in a sensitive and timely manner and pro-actively
- Support omni-channel operations when needed

Competencies and Experience Required:

- Demonstrable experience as a Stock Controller with a recognised brand
- Luxury brand experience in a retail environment preferable
- SAP knowledge and experience is strongly desired
- Excellent communication skills both written and verbal
- Fluent English
- Successfully able to handle multiple demands and competing priorities
- Seeks opportunities to be proactive
- Proven ability to drive and maintain exceptional operational standards
- Ability to be flexible and adapt to change
- Working effectively within a team
- Computer literacy especially Excel.

Personal Attributes:

- Enthusiastic, self-confident and self-motivated
- Understand and represent the luxury lifestyle image of Jimmy Choo
- Professionalism is maintained under all circumstances
- Prepared to go the extra mile to achieve targets
- Physical fitness – manual handling of stock