

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Chandlery Supervisor</b>
<b>REPORTING TO:</b>	<b>Harbour Master</b>
<b>LOCATION:</b>	<b>Beaulieu – Buckler’s Hard Yacht Harbour</b>
<b>HOURS of WORK:</b>	<b>40</b>

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**Objectives:** To collaborate with the Harbour Master/Deputy Harbour Master to grow the chandlery into a successful and productive business supporting the needs of our resident berth holders and visiting yachts.

To ensure that the chandlery is run efficiently on a day to day basis and proactively look for incentives/initiatives that will improve the services offered.

### **Key Relationships:**

You will work closely with the Harbour Master in developing the chandlery and expanding its scope to best suit the requirements of our customers.

This role involves working closely with people at all levels, in particular the Harbour Master, Deputy Harbour Master, River Team, Accounts Department, and members of the general public.

### **Main Duties:**

#### **Buying**

- To ensure all merchandise purchased maintains stock turn ( as defined for various categories) at or above required profit margins
- To ensure sufficient stocks are purchased at the most advantageous terms to meet stock turn and margin requirements.
- To ensure that the correct products are purchased at the appropriate prices.
- To investigate and instigate new products from either suppliers and / or internally generated from artwork stage to finished articles.
- To listen to our customer base and grow the food/provisions side of the business along with the chandlery.

## **Merchandising**

- In conjunction with the accounts department, maintain a stock control system and report on stock levels as required.
- In conjunction with the accounts department, ensure adequate security measures are in place for cash and stocks.
- To ensure stock within the stores are maintained in an appropriate manner.

## **Staff**

- Although not line managing any staff members you will be expected to produce the rosters to ensure there are adequate staffing levels throughout the year.
- To ensure that all seasonal staff are trained to carry out their duties.

## **General**

- To assist in the maximisation of profitability for the chandlery by ensuring shop layout, display and merchandising are maintained to the required levels.
- Actively seek out opportunities to expand the business and increase footfall.
- Work with the hoist supervisor to assist customers with yard/hoist enquiries.
- To assist in the preparation of budgets, financial and other information for activities under the post holders control and to ensure expenditure and income meets agreed targets.
- To ensure the correct booking in / out and writing off of shop and chandlery supplies is carried out on relevant stock control systems.
- Ensure that the post holder is aware of and where relevant embraces and adopts current 'best practice' in relation to shops operation.
- To undertake any other reasonable tasks as requested from time to time supporting the company in its overall objectives.

There is the opportunity within this role to become involved in the water side of the business. For the right candidate we would look to train you in boat operations, including RYA Powerboat L2 and VHF cert.

## **PERSON SPECIFICATION**

Excellent communication and interpersonal skills

Flexible and friendly

Knowledge of the marine sector

Excellent literacy and numeracy skills

Computer literate in Outlook, Word, and Excel

Proven organisational skills