**Job Description Template: Goods-In Manager**

Location: [City], [Town]  
Position Type: Full-time  
Department: Retail Operations  
Reports to: [Name/Role]

**About Us**

[Company Name] is a leading retail brand dedicated to [briefly describe your company's mission or vision]. With a commitment to providing exceptional products and services, we are seeking a detail-oriented and organised Goods-In Manager to oversee the efficient handling and management of goods entering our retail stores.

**About the Role**

As the Goods-In Manager at [Company Name], you will be responsible for ensuring the accurate receipt, inspection, and documentation of all incoming goods. You will collaborate with various departments, manage inventory levels, and contribute to the smooth flow of goods into our retail locations.

**Key Responsibilities:**

* Oversee the receiving process for all incoming goods, ensuring accuracy and completeness of deliveries.
* Inspect received goods for quality, quantity, and compliance with purchase orders and specifications.
* Collaborate with suppliers, freight carriers, and internal stakeholders to resolve any discrepancies or issues with incoming shipments.
* Ensure timely and accurate recording of received goods in the inventory management system.
* Coordinate with the Inventory Manager to maintain optimal stock levels and address any inventory discrepancies.
* Implement and enforce safety and security protocols for the goods-in area.
* Train and supervise goods-in staff, providing guidance on best practices and company policies.
* Work closely with the Retail Operations Manager to communicate any issues or delays in the goods-in process.
* Collaborate with the merchandising team to ensure proper placement and organisation of goods in the retail space.
* Generate reports on goods-in performance and contribute to process improvement initiatives.

**Knowledge and Skills Needed**

* Proven experience in goods-in management or a similar role, preferably in a retail environment.
* Strong organisational and multitasking abilities.
* Attention to detail and a commitment to accuracy in record-keeping.
* Familiarity with inventory management systems and processes.
* Excellent communication and interpersonal skills.
* Problem-solving abilities to address issues related to incoming shipments.
* Ability to work collaboratively with cross-functional teams.

**Person Specification**

We are seeking a dedicated and detail-oriented individual who can thrive in a fast-paced retail environment. The ideal candidate will possess the following attributes:

* Organisation: Strong organisational and time-management skills.
* Attention to Detail: Meticulous in inspecting and recording details of incoming goods.
* Communication: Excellent verbal and written communication skills.
* Team Leadership: Ability to lead and supervise a team in the goods-in area.
* Adaptability: Ability to adapt to changing priorities and operational requirements.

**What's in It for You**

* Competitive salary and benefits package.
* Opportunities for professional development within a reputable retail brand.
* A positive and collaborative work environment.
* Employee discounts on our products/services.
* Contribution to the overall efficiency and success of retail operations.
* Access to [specific perks, training or additional benefits your company provides].
* Work within a team that is passionate about [mention company values or mission].

Join our team at [Company Name] and play a vital role in ensuring the seamless flow of goods into our retail stores. If you have experience in goods-in management and are committed to maintaining high standards of accuracy and efficiency, we invite you to apply and be part of our growing family.

This template is flexible and can be customised to align with specific company details, such as location, reporting structure, and additional qualifications.