**Job Description for:**

**Based at:** Purnaa Enterprises

**Title**: Stockist

**Reports to:** Production Manager

**Job purpose**: To ensure well organised and accurate material stock

**Key responsibilities and accountabilities:**

1. Material Organization
2. Receive new materials from the Logistics team and ensure materials are properly coded, QC’d, and the quantity is accurate.
3. Place new materials in the proper shelf location.
4. Gather and Check Out/In Materials for the Sampling, Cutting, and Sewing Teams.
5. Re-organize stock room as needed to ensure all materials can be easily found and accessed.
6. Maintain Stock Records
7. Ensure digital records accurately reflect phsycial stock.
8. Conduct regular audits of digital records to ensure accuracy.
9. Continuous Improvement
   1. Work with the Production Manager to continuously improve material organization and accuracy
   2. Oversee special projects as needed.
10. Assist Cutting
    1. Assist the cutting team as a cutting technician as required.