

# ASSISTANT WHISKY & DRY STOCK MANAGER



Are you highly organised, logical and able to think on your feet? Are you confident in making decisions and dealing with a range of suppliers and delivery drivers? Do you pay attention to detail and can you identify purchasing trends? Can you act decisively to solve problems and organise staff? If this sounds like you, then we'd love for you to join our team!

**Location:** 354 Castlehill, The Royal Mile, EH1 2NE  
**Salary:** From £18,000 p/a, dependent on experience  
**Closing Date:** Monday 24 June by 9am  
**Hours:** Mon to Sun, 5 days from 7 (36.25 hrs p/w **includes weekend work**)

You will already be:

- Experienced in the use of specialist stock management systems
- Accustomed to making retail orders and accepting and unloading deliveries
- Skilled in conducting accurate and timely stock checks
- A clear and confident communicator with a personable and friendly attitude
- Aware of the importance of prioritising personal and customer safety
- A determined people pleaser who will go the extra mile for every customer
- Confident in approaching and chatting to customers from around the world
- Flexible in your approach and able to think on your feet to solve problems

You will have worked in specialist retail before, and perhaps you also have experience in the Scottish tourism sector.

The role will require you to **liaise with and assist our Whisky & Dry Stock Manager** to:

- Maximise sales for the Scotch Whisky Experience
- Manage deliveries, organise stock counts and order stock as needed
- Analyse sales, identify purchasing trends and be aware of bestsellers
- Ensure the stock store room is well maintained and safe for all staff to access
- Accurately use our IT software, including EPOS and stock management systems
- Update our retail website, fulfil online orders and communicate with customers
- Proactively approach customers to offer product advice and recommendations
- Demonstrate a passion for and a knowledge of our products



We are a five-star visitor attraction in the heart of Edinburgh and our vision is to make the world fall in love with Scotch whisky.

Our stunning specialist whisky shop sells over 477 different Scotch whiskies in addition to a wide selection of other Scottish products.

We'd love for you to look around our website and find out more about us. You could even have a look at our [team blog](#) which covers whisky, things to do in Edinburgh and a peek behind the scenes here at the Scotch Whisky Experience!

If you're ready to apply, then let us know why you would love to work for us and show us how you have the skills and experience necessary, by [sending](#) us your covering letter and CV. Don't forget to let us know where you saw the job advertised.

We can't wait to hear from you!