

## **Trading Centre Manager – Job Description**

### **Introduction**

The Trading Centre Manager is the person who is in charge of the Trading Centre. There is currently a staff of 6 people who help organise the Trading Centre, manage stock and associated documentation, stock the shelves and carry out regular maintenance. There is also team of 50 people who man the shop during trading on Sundays and Wednesdays. These people work as teams of about 5 or 6 people including a Team Leader. There are 8 Team Leaders to manage the teams. All the teams are already organised for the 2019 season. Deliveries and management at the Trading Centre currently takes place on Thursday mornings between 9.00 and 11.00. This may be extended slightly when there is a delivery, approximately once a month.

### **Job Description**

#### **Regular Activities**

- Oversee the general running of the Trading Centre.
- Raise orders, manage deliveries and enter stock onto the till.
- Provide product price information for the price book.
- Organise product sales for the 3 shows and other events.
- Organise promotion material for the Web site and Facebook.
- Run the Trading Centre Sub-Committee meetings.

The time required for these activities is estimated to be 2 hours on a Thursday and 1 to 2 hours during the week.

#### **Annual Activities**

- Set-up and manage the annual stocktake.
- Review staffing and raise annual rotas.
- Review suppliers.
- Review insurance requirements.
- Review electricity contract.
- Review annual accounts prior to the AGM.

The time required for the annual stocktake is probably 3 to 4 days although we are already working on a system that could help reduce this time.

The annual rotas are generally self-perpetuating with only small changes required each year. There is now a reasonable list of available people to fill any gaps.

The review of suppliers, insurance and electricity supply are general activities that need a cursory review each year requiring very little time unless a change is required.

### **Summary**

The activities outlined above are based on how the Trading Centre is currently managed. It would be up to the Trading Manager to change the working practices to suit their own preferred methods.

END