



Jim White trading as White Wood Management & Devon Timber
 48 Northfield Road
 Okehampton
 Devon
 EX20 1BA
 Tel: 01647 450171/450181 Mob: 07974 217168

Stock & Sales Assistant Manager - Job Description Sept 2020

(Please refer to 'Written Statement of Employment Particulars' for more full details of terms of employment)

Post Title:	Assistant Manager for Timber Stocks & Sales (full-time professional or in a shared development role as availability of candidate(s) permits)
Employment Period:	Commencing 01/10/2020 (with 3 month probationary period) continuing for 6 months in the first instance (until 31/03/21). Extension of the role beyond this term is fully anticipated, subject to satisfactory performance and income generated from sales.
Salary Range:	£20,688 (Full Time) (£10/hr) – pro-rata to hours worked if appointed as job-share or co-worker arrangement (with Paid Annual Leave + Work Place Pension and National Insurance contributions paid at source) Rising to £12.50/hr after satisfactory 6 month period. Sales related targets to be agreed with Manager / Proprietor once in post.
Hours	40hrs/week full-time (1FTE) with potential for job share (working 20 hrs /week (0.5FTE) each min. 2 or 3 Co-worker arrangement each at 26hrs/week (0.65FTE) or 17hrs/week (respectively) as availability and suitability of candidate(s) allows.
Location of Post:	At WWM/DT's new operational base in the Fingle Valley near Clifford Bridge, woodland milling sites across Devon and other parts of the SW peninsula of England – work further afield may arise on a very occasional basis. With occasional office or home-based work as agreed in advance with proprietor.
Answerable/ Responsible to:	Jim White – WWM Proprietor / Manager
Responsible for:	Occasionally (in presence/absence of Proprietor): a) Supervision of contractors and labour only self-employed persons b) Apprentice and junior or volunteer WWM/DT staff c) Public / customers' safety and well-being if also present / working on site d) Premises maintenance and security oversight
Job Summary:	Support the proprietor and other personnel working with White Wood Management / Devon Timber in delivery of (main tasks in bold) : a) Timber and firewood stock management b) Sawn timber production and recording c) Sales of timber goods (raw, processed and assembled products) and services d) Woodland management (inc. felling and planting) e) Timber construction and grading projects and f) Other tasks related to the general running and development of the business

<p>Key Responsibilities:</p>	<ol style="list-style-type: none"> 1. To assist in the management of stock (sawn and processed timber and firewood) at WWM/DT's main operational base 2. To oversee the entry of data into the business' own digitally based stock recording system. Ensure records are kept up to date and that these are truthfully represented on the online stock interrogation system for customers to use and refer to on the Devon Timber website. 3. To liaise and engage with customers wanting to buy timber and firewood from Devon timber, by phone, face to face and, in time, via the DT website. 4. To identify and remain alert to opportunities for promoting and advertising our locally grown timber. Making use of our own website, social media, events (country and craft shows) and articles in local papers and magazines to achieve this. 5. To operate machinery including works' pick-up with trailer / trailer & crane, mobile sawmill, workshop power tools, fork-lift, on-site hire equipment and transport as appropriate to training received. Carrying out tool and property maintenance, servicing and repair as and when necessary. 6. To develop skills (receiving in-house training where appropriate) and assist in: <ol style="list-style-type: none"> a) visual stress grading of square sawn timber for construction b) visual appearance grading of timber stock for joinery etc. c) database recording and management of timber stock d) stacking and moving material for air and kiln drying e) processing, pricing up customers' orders, sales and delivery f) use of social media and web-based marketing for Devon Timber sales. g) safe woodland operations inc. selective felling / thinning, tree planting (inc protection and maintenance) etc 7. To assist in and oversee the supervision and wellbeing of colleagues be they volunteers, apprentices, self-employed and/or contract staff engaged in activities outlined above. 8. To engage in opportunities for in-house, outsourced /accredited training and study that may help to: <ol style="list-style-type: none"> a) develop delivery of the above b) assist in personal professional development c) realize ongoing career opportunities 9. Any other activity as the role and manager requires to help fulfil the business' requirements
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