

BMAF Services Stock Administrator Role

Role Overview:

Its purpose is to track the physical assets of the company

Anticipated Time Commitment:

One hour per week on average

Role Description

1. Medals (and other competition rewards)

- Maintain an up-to-date record of BMAF and regional medals which are part of BMAF Services assets
- Prepare, maintain and update an annual medal demand forecast from all discipline Secretaries
- Based on demand and stock, decide on re-order points for medals so that there is never a shortage of medals whilst not unnecessarily holding surplus stock.
- Management of the supplier, including regular review of commercial terms/prices etc, distribution of medals, timely delivery, ownership of consigned stock, etc.
- Manage any medal design changes with the supplier.

2. BMAF Official Clothing supplier (Vince Wilson)

- Manage the British Masters track suit stock including provision, supply and commission payments.

Qualifications and Experience

The role requires:

- Good communication and organisation skills.
- Good interpersonal and negotiation skills.
- Some routine financial skills to maintain stock control and liaise with suppliers over numbers etc
- Supplier management would be desirable but not essential

