

Store Organisation & Roles Planner

Building Materials & Hardware

Document type: Plan / SOP / strategy / guide · Generated 27 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Designs the organisation for a building-materials business — counter sales, field/contractor sales, godown and loading, purchase, accounts/credit control — with roles and reporting as you scale. Use it to structure the team. For hiring use the Staff Hiring Kit.

Purpose of this tool & output

Design roles for counter, godown, sales and accounts

How the output is used

Use it to design roles for counter, godown, sales and accounts, so billing, stock and credit each have a clear owner as you grow.

Important cautions

Assign clear ownership of credit control; in this trade, uncontrolled receivables sink otherwise-profitable stores.

Companion documents

- Building Materials Business Setup Guide
- Building Materials Business Plan
- Brand Dealership Acquisition Kit
- Location & Catchment Analysis
- Product Line Feasibility Study
- Multi-Branch / Expansion Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.