

between the lines

JOB DESCRIPTION

Position: TEMPORARY STOCK PROCESSORS

Location: BOSHAM

Main Duties & Responsibilities:

To provide an efficient service by supplying our stores and indirectly our customers with a timely, accurately processed and priced supply of stock. To carry out all duties as instructed by Management, accurately adhering to Company systems in order to maximise and maintain good quality control

REPORTING TO: Supply Chain Co-ordinator

Key Result Areas

- Accurate and swift processing of stock
- Quality control ensuring merchandise is of the highest standard possible
- Security
- Stock Control
- Accurate data entry as required
- Personal Appearance/Manner and Attitude
- Housekeeping
- Training
- Health & Safety

Security

- Maintain the necessary safeguards to protect Company cash and stock
- Follow all security measures applicable to your department
- Ensure your personal belongings are safely secured
- Minimise stock loss and shrinkage
- Ensure Company security procedures are followed at all times

Stock Control

- Ensure all orders are accurately checked and discrepancies reported to Management
- Ensure all branch transfers are actioned correctly
- Maintain Company standards on stock pricing, ticketing and overall presentation

Personal Appearance/Manner & Attitude

- Maintain your appearance to Company standards, including personal hygiene
- To be friendly and approachable at all times
- To be able to communicate with customers and all other staff in a relaxed and friendly manner

Housekeeping

- Follow the principles of good housekeeping, handling stock and equipment with care at all times
- Keep warehouse and utility areas tidy as per weekly rota

Training

- Participate in all training sessions as requested and be open to learning new procedures

Health & Safety

- Be aware of your responsibilities under the H&S at Work Act
- Know and carry out when necessary the fire, accident and reporting procedure
- Use common sense and report any hazards to your Processing Supervisor.

In general to assist in any other reasonable duties that will be asked of you on a daily basis.

Hours of Employment

We have a number of Part-Time positions available to be confirmed at interview. Each position will be at least 20 hours per week.

This position carries a one-month trial period, during which either side can give one week's notice of termination of employment.

Extra hours over and above your regular hours of employment will be required from time to time to cover for holidays, sickness and any other unforeseen emergencies.

Remuneration

£6.35 per hour	Pro-rata paid holiday entitlement of 5.6 weeks (incl. Bank Holidays) 15% Staff Discount
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For further details please call Benjamin Carey on 0845 123 5308

Please note that more information about our company can be found on our website at www.between.co.uk