

# between the lines

## JOB DESCRIPTION

**Position:** SEASONAL STOCK PROCESSOR

**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 Manager

### 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

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## Health & Safety

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

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. On the lead-up to Christmas, these positions will involve Saturday work.

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.

This is a temporary position and your employment will end on Friday 30<sup>th</sup> December 2011 which will be your last working day.

## **Remuneration**

<b>£6.20 per hour</b>	Pro-rata paid holiday entitlement of 5.6 weeks (incl. Bank Holidays) 15% Staff Discount
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As you will be aware, retail is at it's busiest during the Christmas Period and you may need to increase your hours to help with extra stock handling as and when required.

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](http://www.between.co.uk)**