

# between the lines

*A multi-award winning Gift and Card retail business with 12 stores across the South East, specialising in beautiful gifts for friends, family and the home as well as unique art cards and gift books.*

## Full Time & Part Time Stock Processors - HEAD OFFICE

Are you:	Do you have:
careful and accurate	a great eye for detail
methodical and calm	a big sense of team spirit
keen and motivated	integrity
genuine and honest	loyalty
dedicated and committed	a fun sense of humour
willing and flexible	a real can do attitude

Do you believe:
in working together with a common purpose
in working in an environment that is happy, busy, dynamic and deadline driven
in making a difference

Then come and talk to us about working with our friendly team in our NEW Stock Processing facility. Stock Processing is an important role within our Supply Chain environment based in our Head Office. Each member of the team is contributing hugely to the efficient supply of our beautiful products to our stores. Working in this Stock Processing role you will need the following key skills.

### Key Skills

- Great attention to detail - this is critical whilst labelling and handling stock
- A methodical approach - this needs to be taken at all times
- The need to follow instruction is paramount - the task in hand needs the focus
- Deadline aware - the want to succeed and make a positive difference is a must

### Key Results Areas

- Security
- Quality & Stock Control
- Personal appearance/manner and attitude
- Housekeeping
- Training
- Health & Safety

## **Reporting To**

Senior Management / Supply Chain Manager

## **Security**

Maintain the necessary safeguards to protect Company cash, stock and merchandise

Follow all security measures applicable to your department

Ensure your personal belongings are safely secured

Minimise stock/merchandise loss and shrinkage

Ensure Company security procedures are followed at all times

## **Quality & Stock Control**

Ensure accurate data entry of stock/merchandise

Ensure merchandise meets company standards

Ensure all orders are accurately checked and scanned

All discrepancies must be 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 all staff in a relaxed and friendly manner

## **Housekeeping**

Follow the principles of good housekeeping, handling stock/merchandise and equipment with care at all times

Keep all areas of the Stock Processing Area and Utility areas tidy as per the 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 Health & Safety at Work Act

Know and carry out when necessary the fire, accident and reporting procedure

Use common sense and report any hazards to your Manager or Senior Staff in Charge

Take responsibility for your part in your own Health and Safety

In general to assist in any other reasonable duties that will be asked of you on a daily basis. Please do note this role does include some lifting and carrying, although transportation dollies are used throughout the Processing Area.

## Hours of Employment

We have a number of Full-Time and Part-Time positions available predominantly working Monday to Friday.

- Part-Time between 20 - 25 hours per week
- Full-Time a minimum of 40 hours per week

However, on the lead-up to Christmas, these positions may involve Saturday, Sunday and late evening work. 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.

A key requirement of this position is the flexibility to be willing to work extra hours (either earlier or later than your shift) and this will sometimes be required at short notice, particularly in the lead up to Christmas.

No holiday to be taken during the months of September, November and December as this is the most crucial time of the year in the lead up to Christmas and we need all our staff to support this.

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

## Remuneration

**£6.75 +** per hour Monday - Saturday

**£8.00** enhanced rate for Sundays & Bank Holidays

Paid holiday entitlement of 5.6 weeks (incl. Bank Holidays)

25% Staff Discount

For further information please call Helen Philippe our HR Manager on 01243 217500.