

between the lines

A multi-award winning Gift and Card retail business with 14 stores across the South East and London, specialising in beautiful gifts for friends, family and the home as well as unique art cards and gift books.

Full Time Stock Processor - HEAD OFFICE

Are you:	Do you have:
positive, calm and engaged	a big sense of team spirit
great at communicating and organising	integrity
genuine and honest	loyalty
dedicated and committed	urgency
careful and accurate	a fun sense of humour
willing, flexible and efficient	

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
in flying high rather than scraping by
in our 'WHY' - celebrate the joy of giving

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

Head of Warehouse/Supply Chain Team Leader/Senior Management

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

Your weekly hours of employment will be:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hrs
Hours	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	OFF	OFF	40

Extra Hours

Extra hours over and above your regular hours of employment will be required from time to time.

This WILL include some Evenings, Saturdays and Sundays, **particularly in the run up to and during our busy Christmas period**. During the busy Christmas period you will need to work your share of the late night / early morning rotas for the Stock Processing Team to ensure that all Christmas Picks, Scans and Deliveries run efficiently and on time.

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 and the equivalent of one weeks holiday is permitted in October 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

Up to £8.00 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

Please note Between The Lines operates a strict no smoking or vaping policy, full policy details can be available on request.

For further information please call Richard Hallett on 01243 217500.