

between the lines

A multi-award winning Gift and Card retail business with 13 stores across the South East & London, specialising in beautiful gifts for friends, family and the home as well as unique art cards and gift books

Seasonal Stock Processor - WAREHOUSE/HEAD OFFICE

Are you:	Do you have:
positive, calm	a big sense of team spirit
rational, kind	integrity
keen and motivated	loyalty
genuine and honest	a fun sense of humour
dedicated and committed	
careful and accurate	
willing & flexible	

Do you believe:
in working together with a common purpose
in working in an environment that is happy, busy, uplifting and inspiring
in making a difference ... in getting the job done

Stock Processing is an important role within our Supply Chain environment based in our Head Office in Gravel Lane. 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 focus***
- Deadline aware - ***the want to succeed and make a positive difference is a must***

Key Results Areas:

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

Reporting To

Head of Warehouse / Senior Management

Processing of Stock

Ensure accurate and swift processing of stock at all times

Ensure care and attention when handling stock

Ensure key focus and attention when labelling stock

Ensure accurate counting and data entry when working with sent transfers

Quality Control

Ensure merchandise is of the highest standard possible

Ensure only the best quality products leave the distribution centre for our Stores

Ensure a keen eye for detail to ensure all products meet the high standards set by the business

Ensure care and attention is given when handling and packaging items

Stock Control

Ensure all orders are accurately checked and discrepancies reported to Management

Ensure all branch transfers are marked up and actioned correctly in line with company procedure

Maintain company standards on stock pricing, ticketing and overall presentation

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

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 the Warehouse and utility area 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 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
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.

Hours of Employment

Your regular hours of employment are Monday to Friday 09:00 - 17:30.
This position will involve Evening, Saturday and Sunday work at times.

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. Hours will also increase in the lead-up to Christmas due to increased seasonal stock volumes which is inevitable during this time of year therefore flexibility within the role is key.

This is a temporary position to run from September 2017 until January 2018 unless different terms are agreed by both parties. Please note that NO holidays are to be taken during September, November and December and the equivalent of one weeks holiday is permitted in October due to it being our busiest trading period. This role is designed specifically to help and support our distribution centre during its busiest months of the year.

This is a temporary position during which either side can give one week's notice of termination of employment.

Remuneration

£8.00 per hour Monday - Saturday (***dependent on age and experience***)

£9.00 enhanced rate for Sundays & Bank Holidays (***dependent on age and experience***)

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

15% Staff Discount

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