

# between the lines

A multi-award winning Gift and Card retail business with 15 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 rational, kind keen and motivated genuine and honest dedicated and committed careful and accurate willing & flexible	a big sense of team spirit integrity loyalty a fun sense of humour

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 2018 until January 2019 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

**Up to £8.00** per hour (*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.*