

MERCHANT & MILLS

14A TOWER STREET | RYE | TN31 7AT

Job Description

Job Title: Fulfilment Assistant

Salary / Rate: £11.25/h raising to £11.50/h after 3 month probation

Contracted Hours: Part Time & Full Time Hours Available

Merchant & Mills, a market-leading retailer/wholesaler of fabric, haberdashery, and dressmaking patterns is looking for a new Fulfilment Assistant. As part of the fulfilment team you'll be cutting and collating goods for all online orders and ensuring they get dispatched accurately and quickly.

Your duties will include:

- Cutting and folding fabric orders, with speed and precision.
- Gathering and collating all items for orders accurately.
- Booking out orders with couriers, preparing documents.
- Taking in deliveries from our warehouse.
- There is the potential to work in our shop in Rye but this would only be for candidates that have sewing experience. Sewing experience is not necessary for this role.

About You:

- Positive can do attitude with an abundance of energy!
- Sewing knowledge is a bonus, but not necessary.
- A familiarity of our brand is desirable.
- A familiarity with fabrics is desirable.
- You'll need to be able to lift heavy rolls and boxes.
- Basic computer skills.
- Ability to multi task, work well in a team and take direction well.
- Experience working in online dispatch is a desirable, but not essential.

Merchant & Mills Benefits:

- The starting wage for all employees is £11.25 per hour rising to £11.50 once probation has been completed.
- 30% discount on all products.
- A monthly cloth allowance to make up one of our patterns.
- All patterns are free.
- Bi monthly appointments to a local wellness centre.
- Opportunity to grow and progress within a small but growing business.
- 20 days paid holiday plus bank holidays.

We normally ask potential candidates to come into the warehouse for a paid trial day. This helps you see what a working day would be like, and will give us an idea of your suitability of the role. If you are successful, full training will be given.

Please send your CV and covering letter to Anna on anna@merchantandmills.com by Thursday 30th November.

<https://merchantandmills.com>

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