

# MERCHANT & MILLS

14A TOWER STREET | RYE | TN31 7AT

## Job Description

**Job Title:** Retail Fulfilment - Option of Full Time and Part Time

**Salary / Rate:** £10.70 - £10.90 per hour

**Contracted Hours:** Option for either 3, 4, or 5 days a week. You'll be required to work one Saturday every 6 weeks or so. If you work a Saturday, the day is taken off in the week.

We are looking for a full / part time assistant to work within our Retail Fulfilment team. You'll be working in our online dispatch team with occasional help needed in the shop. Please note this is not a creative role. We normally ask potential candidates to come into the shop/warehouse for a paid trial day. If you are successful, full training will be given.

### 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.
- Serving in our shop, advising customers about their projects confidently.

### About You:

- Experience working in a retail environment is beneficial.
- Excellent customer service manner.
- Positive can-do attitude with an abundance of energy!
- It is preferable that you are a keen sewer so you can advise customers on choices in the shop, but not essential.
- A familiarity of our brand and patterns is desirable.
- You'll need to be able to lift heavy rolls and boxes.
- Basic computer skills.
- Ability to multitask, 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 £10.70 per hour rising to £10.90 once probation has been completed. (3-month probation).
- 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 (holiday increases each year you stay with the company).

Please send your CV and a short cover letter to [michelle@merchantandmills.com](mailto:michelle@merchantandmills.com)

<https://merchantandmills.com>

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