

MERCHANT & MILLS

14A TOWER STREET | RYE | TN31 7AT

Job Description

Job Title: Warehouse Assistant

Salary / Rate: £20,865 - £21,225 per year

Contracted Hours: Full time 37.5 per week

Merchant & Mills, a market-leading retailer/wholesaler of fabric, haberdashery, and dressmaking patterns is looking for a dynamic person work in a small team within our busy warehouse. Reporting to our warehouse supervisor, wholesale, and operations managers, you will have the following responsibilities to cover.

To work with the warehouse team to process wholesale orders; check off stock deliveries; prepare orders for dispatch; support team with stock checks; assist with retail restocking; which will involve manual handling.

Responsibilities:

- Fulfilling cloth wholesale orders – following order processing procedure. Picking stock from storage unit and breaking down cloth and then packing orders. Inspecting quality and quantity during picking/packing.
- Picking and packing notions and pattern orders.
- Reporting any stock anomalies or queries to stock team.
- Preparing parcels for dispatch when required.
- Goods-in inspecting & labelling.
- Understanding and complying with Health & Safety procedures both with within the warehouse/yard and on-site
- Receive in pallet deliveries to unit when required and work with team to check off against purchase order.
- Effective stock control including involvement with biannual stock counts and interim checks.
- Ensure cloth is stored appropriately and spaces are kept clear and tidy.

Essential Skills:

- Good interpersonal and communication skills
- Proven ability to multi-task and complete a variety of tasks as above, to a high standard.
- Work collaboratively within a team.
- Ability to work flexibly within a busy environment.
- Well organised, practical, and pro-active.
- Good accuracy and attention to detail.
- Proven ability to prioritise and work with own initiative to deadlines.
- Driving licence
- Reliable & trustworthy
- Manual handling experience is desirable.
- Computer literate

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.

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- 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 to Anna on anna@merchantandmills.com