

Operations Assistant – Ecommerce and Wholesale Trade

THE ROLE

We are seeking an energetic Operations Assistant to play a key role in our ecommerce and wholesale processes to manage inventory and shipping. This is a hands-on role working in the warehouse and office to ensure that goods are received, stored, picked, packed and shipped in an efficient, timely and accurate manner. It also involves analysis work to ensure optimum stock levels are maintained. The position is full-time at our HQ in Keswick, Cumbria, UK.

The duties of the role include the following key areas:

- Pick and pack both ecommerce retail and wholesale orders
- Ensure the ordered items are accurately picked, based on quantity and quality requirements paying special attention to ensuring consistent lot numbers
- Pack customers' orders following high quality standards
- Label orders ready for dispatch via various carrier network partners
- Ensure outbound paperwork is organised and meets the requirements of export
- Receive goods-in checking against packing slips and invoices noting any quantity and quality discrepancies
- Coordinate with freight forwarders to arrange for the shipment of goods
- Perform periodic stock counts
- Prepare and pack goods for warehouse transfers
- Keep stock organised to ensure that older stocks are picked first
- Ensure minimum packaging materials are kept on hand reordering materials as required
- Organise and relocate stock as required in the warehouse
- Create weekly stock reports and distribute to key stakeholders
- Manage inventory of samples, packing and shipping out to key customers
- Maintain sufficient levels of shade cards and other marketing collateral
- Prepare and ship out sales rep kit materials
- Create and maintain delivery reports to monitor the flow of orders
- Analyse performance and help implement new and improved processes

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EST. 2003

ABOUT YOU

- Highly detail oriented and numerate
- Excellent organisational skills
- Ability to lift 15 kgs
- Excellent communication skills
- Willingness to get stuck-in and do what it takes to get the job done
- Proficiency using MS Office (Word and Excel) and email with confidence in using and/or capable of learning how to use other cloud-based management systems
- Excellent problem-solving skills with strong initiative and drive to achieve results
- Previous experience in an inventory, purchasing and/or shipping role is a strong advantage

To apply, please send your cover letter and CV to Jobs@TheFibreCo.com.