

Cordee is an important and unique supplier to the fast growing outdoor recreation trade with a world-renowned catalogue of over 5,000 books and maps. Now nearly 40 years old, we operate from warehouse premises on Dodwells Bridge Industrial Estate. There are 11 full time and two part time members of staff. On average, we hold 1,250,000 items in stock and 25,000 transactions are processed each month.

GOODS-IN / MANAGER'S ASSISTANT

Background

The team consists of: one manager; one goods-in/manager's assistant; and two packers. This team is responsible for the day-to-day handling of goods-in and goods-out and for the smooth and efficient running of this area of the business. During busy periods temporary staff is hired to meet demand.

Duties:

The main tasks carried out by the Goods-in / Manager's Assistant are to:

- undertake responsibility for receiving goods-in to bulk storage area and to maintain stock levels in picking bins by transfer of stock from one area to the other
- re-organise warehouse areas as stock levels change
- enter stock movements onto company database and report all anomalies to relevant department
- provide back-up support to warehouse packers as required
- act on behalf of Operations Manager in her absence, which will include making sure the day's work is collected. Any additional hours worked to cover this will be paid as overtime or taken as flexi-time
- carry out other duties relevant to the position as and when they may arise.
- The team is expected to keep its environment clean and tidy and to ensure adequate stock levels of consumables i.e. cartons, vinyl tape, labels etc.

Skills: **Training will be given where necessary*

- Ability to work as a team
- Flexible and positive approach to the tasks required
- Accuracy and care needed, particularly when relocating stock and entering stock movements
- Accurate keyboard skills
- Forklift licence
- Lifting of boxes of books necessary

Terms and conditions:

Pay: £15,000 - £17,500 per annum, paid monthly, reviewed annually 1 April.
Holiday: 22 days holiday plus statutory days
Hours: Monday to Friday, 40 hours per week, 8am – 4.30pm.
Reporting to: Operations Manager
Contract: Permanent position after satisfactory completion of three months' probationary period