

PENTREATH & HALL

GOODS & FURNISHINGS

Immediate Opening

Pentreath & Hall | Stockroom & Warehouse Coordinator

Hours: 4 days per week, 9am – 6pm - £16.50 per hour.

We are looking for a self-motivated and responsible person to help with the day-to-day operations of Pentreath & Hall's stockroom. This role is suited to someone active with a hands-on approach and a can-do attitude. They will work closely with the Shop Manager and Assistant Shop Manager to provide consistent support as part of a small, friendly team. Our ideal candidate will be kind, hardworking and committed to the role. The role is available now and we are looking to bring the right person on board as soon as possible.

Main responsibilities

- First & foremost to keep the stock room and dispatch units organised, clean, and tidy at all times.
- Strong physical capability, such as the ability to lift and move items.
- To demonstrate flexibility in order to meet stock room needs.
- Ferrying products between the shop and stockroom.
- Ensuring that products are accurately labelled, accessible, and available.
- Packing and dispatching online orders.
- Ensuring all products are safely packaged.
- Conducting stock takes of inventory.
- Supporting management with any other duties that may arise.
- Understanding and working in line with brand messaging and tone of voice.
- Dealing with telephone enquiries efficiently and professionally.

Please send your covering letter and CV to: natasha.weaver@pentreath-hall.com

Regrettably owing to volume of applications it will only be possible to contact successful applicants for interview.