

We are currently recruiting for:

- Purchasing Assistant
- Warehouse Assembly Person, Recliner Team
- Warehouse Person

Please see below for full details of each position.



Job Title: Purchasing Assistant
Grade: Staff
Reports to: Purchasing Manager
Location: Range Road, Witney [Re-location to Eynsham in 2018]
Hours: 08:30 to 17:30, Mon to Thurs, 17:00 on Fridays
Salary: up to £22k depending upon experience
Other: 24 days holiday of which 4 are required over Xmas closure, Company bonus scheme, Workplace pension, Staff Social events programme.

Main function of job

- Assisting with the smooth running of the purchasing department, placing orders and coordinating inbound goods from suppliers in response to customer requirements.

Supervisory Responsibilities - None

Main Duties

- Placing purchase orders.
- Booking stock onto Exchequer as goods are received.
- Supplier chasing, expediting and prioritising goods on order.
- Allocating received stock to the appropriate customer backorders and releasing these for despatch.
- Reporting shipment discrepancies to suppliers.
- Checking invoices received are for the correct amounts and quantities and reporting any differences to suppliers.
- Answer supplier enquiries regarding outstanding payments.
- Deal with queries from sales and customer service teams that require information from our suppliers.
- Provide holiday cover and assistance with other office departments as required.

Tools and Equipment Used

PC, Internet, Exchequer accounts package, Excel, Word, Outlook, telephone, fax.

Person Specification

- Needs to work in an efficient and well organised manner without close supervision.
- Very close attention to detail and persistence essential!
- Able to work closely within a small team and lead by example.
- Good inter personal skills and telephone manner with confidence and assertiveness needed when speaking with foreign suppliers.
- Should be capable of effectively organising and completing projects within given time constraints.



JOB DESCRIPTION – Assembler/Warehouse Person - Recliner Team

Job Title: Assembler/Warehouseperson, Recliner Team
Location: Range Road, Witney (relocating to Eynsham in next 18 months)
Salary: Scale from £18,000 to 20'000 plus overtime and company bonus
Hours: 40.75 per week, 8.00am – 5.30pm (5pm Friday) with 1hr 15min breaks per day. Flexibility to meet order deadlines will be expected with some early starts and later finishes in the busy periods. Overtime paid at time and a half above contracted weekly hours.
Holidays: 24 days per annum plus Bank Holidays.

Main function of job

- To assist with the operations of the company's recliner assembly process and other warehouse operations as required.

Main Duties

- 1) Assembly of picked goods for stock and for specific customer orders.
- 2) Handling of goods arriving in, and being dispatched from, the business in a safe and secure manner.
- 3) Booking in and checking of stock, allocating space and recording on the company IT system.
- 4) Picking of goods for assembly.
- 5) Packing of assembled units.
- 6) Other warehouse duties including maintaining a clean and safe working environment.

Tools and Equipment Used

Fork lifts, order pickers, other lifting equipment, compressor and associated tools, PPE, racking, company van, PC, Internet, Exchequer accounts package, Excel, Word, Outlook, telephone.

Person Specification

Hard working
Customer focussed "Can-do" attitude
Ability to work under time pressure to daily deadlines
Ability to plan ahead
Flexibility
Mature attitude
Good communication skills
Some overtime will be available/may be required
Good work ethic
Practical
Team Player
Attention to detail
Assembly skills necessary
Mechanical background advantageous
FLT licence preferred and driving licence needed



Job Title: Warehouseperson

Location: Range Road, Witney (Relocating to Eynsham in 12-18 months)

Salary: Scale from £17,000 to £19,500 plus overtime and company bonus

Hours: 40.75 per week, 8.00am – 5.30pm (5pm Friday) with 1hr 15min breaks per day. Flexibility to meet order deadlines will be expected with some early starts and later finishes in the busy periods. Overtime paid at time and a half above contracted weekly hours.

Holidays: 24 days per annum plus Bank Holidays.

Main function of job

- To assist with the running of the company's warehouse operations.

Main Duties

- 1) Handling of goods arriving in, and being dispatched from, the business in a safe and secure manner.
- 2) Booking in and checking of stock, allocating space and recording on the company IT system.
- 3) Picking of goods against orders.
- 4) Packing of picked goods and processing through the online despatch systems.
- 5) Operating company checking procedures to ensure stock is picked accurately and addressed correctly.
- 6) Assembly of components for recliner units, ring bases and castor feet.
- 7) Other warehouse duties including maintaining a clean and safe working environment.

Tools and Equipment Used

Fork lifts, order pickers, other lifting equipment, compressor and associated tools, PPE, racking, company van, PC, Internet, Exchequer accounts package, Excel, Word, Outlook, telephone, fax.

Person Specification

Hard working

Customer focussed "Can-do" attitude

Ability to work under time pressure to daily deadlines

Ability to plan ahead

Flexibility

Mature attitude

Good communication skills

Some overtime will be available/may be required

Good work ethic

Practical

Team Player

Attention to detail

Assembly skills advantageous

FLT licence preferred and driving licence needed

