

# PENTREATH & HALL

GOODS & FURNISHINGS

## Pentreath & Hall | Stockroom & Warehouse Coordinator

**Hours:** 3 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.

### Main responsibilities

- First & foremost to keep the stock room and dispatch units organised, clean, and tidy at all times.
  - 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: [emily.georgiou@pentreath-hall.com](mailto:emily.georgiou@pentreath-hall.com)

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

**Application deadline: 12<sup>th</sup> December**