

Retail / Warehouse Assistant (Ref: 230130)

We are looking for an enthusiastic retail/warehouse assistant to join our small, but diverse team to aid with the smooth operation of our rapidly expanding business.

This is a full time position, however, some flexibility on the required hours may be available.

Duties will include:

- Warehouse pick and pack
- Warehouse stock control
- Assisting with duties in our sales counter.
- Preparing stock for events.
- Additional warehouse and retail duties as required by the business.

Key requirements

- Proficient in use of the English language, both written and spoken.
- Good numeracy skills.
- Ability to think logically.
- Ability to learn skills quickly.
- Punctual, reliable and hard working.
- No formal qualifications required.
- Some warehouse or retail experience is desirable, but not mandatory.
- Some knowledge of paintball or airsoft products would be desirable, but is not mandatory.

Working hours

Our standard staffing hours are 09:45 to 18:15, Monday to Saturday. On Thursdays, this is extended to 18:45. It is convention that staff receive 1 nominated weekday, plus Sundays off each week. Exact hours may be negotiable, but must fit with business requirements.

Management structure

You will report to the sole company director – as all staff currently do.

Pay & benefits

As an employee you will be compensated appropriately for your time. Pay will be based on the merits of each individual applicant, and will always remain in excess of the statutory minimums.

Staff also receive a staff discount on products bought in store.

Applications process

To apply for this role, you must submit the following documents to us (preferably by email):

- CV
- Cover letter

Your CV must include a contact telephone number (preferably a mobile), and an email address.

Your cover letter should not exceed one page, and must clearly include the following information:

- The role you are applying for (including the reference number).
- Why you should be considered for this role.
- Exactly one joke (which can be as good, or as bad as you would like).

Once we receive your documents, we will acknowledge these by email or text message within 24 hours.

Telephone interviews for all applicants submitted before the closing date will be conducted on February 16th 2023, with an in-person interview following to those successful in the telephone stage.

Closing date

Time is of the essence, and applications will remain open until February 13th 2023 at the earliest. If we have received sufficient applications by that date that we believe we can make an appointment, applications will close on that date.

Diversity & Inclusiveness Statement

We are a diverse company, and remain committed to employing the most appropriate individual for the job, regardless of race, religion, ethnicity, or any other characteristic. Candidates will be only be judged on their suitability for the role.