



## **Warehouse Assistant - Picking Focus**

**Company:** Bespoke-ly by Not Another Bill

**Location:** Ladbroke Grove, London

**Reports to:** Warehouse Manager

### **Why You'll Love Working with Us:**

At Bespoke-ly by Not Another Bill our aim is to be the most unique online gift company in the world. We strive to design and deliver stylish presents that inspire customers across the globe. Based in London, our studio is a thriving hub where creatives, project managers and fulfilment specialists work to produce, personalise and package our products. We pride ourselves on each item leaving the door carefully prepared with all the love, care and knowhow to ensure an unforgettable gifting experience. We are a dynamic, creative team who have achieved significant growth in recent years. We are looking for someone who is passionate, organised and on-it to be part of our exciting story.

### **The Role:**

We are looking for someone to join our warehouse team. This is an opportunity to be part of a brand new warehouse team revolutionising the way we work, organise and track our products. We need someone with boundless enthusiasm, razor sharp attention to detail, and a willingness to get stuck in! You will be an integral part of our operation, ensuring that the personalisation and gift-wrapping team have all the products they need to complete their orders to perfection - whether that be for one of our loyal Not Another Bill customers or an A-list Netflix superstar! In addition to this, you will be a key team player balancing a range of practical and operational responsibilities, such as assisting with quality checks, receiving Purchase Orders, transferring stock and making sure our warehouse management system, Mintsoft, is up to date and running smoothly. This role is ideal for someone who enjoys working in a fast-paced environment, and has a willingness to learn, adapt and dive straight in!

### **A Day in Your Life:**

- Pick pick pick! At the speed of light you are harnessing the power of Mintsoft (our inventory management system, no problem if you are not familiar), to pick all orders for our ecom businesses (Not Another Bill and Gigi & Olive), and for larger Bespoke-ly Orders.



- Ensuring that picking batches are being carried out throughout the day to make sure the production teams have everything they need to fulfill orders and get ahead of any potential road-blocks!
- In busy times you may be asked to help out on the packing bench. Making sure each order is perfectly gift-wrapped.
- You love playing detective with deliveries- you unbox with intention, inspecting each delivery as though you're unwrapping a gift. Quality control is a must, so every product that enters this warehouse is ready to shine. You'll have an eagle-eye for checking specifications and calling out any misfits.
- Receiving purchase orders in a timely fashion and like a pro. Accuracy is key!
- Impeccable eye for detail, focussed on perfecting tasks and bringing any potential errors within production to the attention of the management team.
- Helping the team fulfil all gifting requirements, including keeping the warehouse organised, neat and tidy in order for all day to day tasks to run smoothly.
- This is a task-focused role that requires strong practical skills with an emphasis on efficiency and time management. The role demands a knack for remaining cool-headed under pressure, thriving within a team and owning independent tasks and learning. As well as being conscientious and detail oriented.

#### **What We're Looking For:**

- Impeccable attention to detail.
- Exemplary multitasking skills.
- Neat & Tidy.
- Quick learner.
- Ability to work well in a team and communicate.
- Highly organised, focused & practical.
- Hands on & can do attitude!
- Excel under pressure and take initiative.
- Scrupulous attention to time-management.



## Why Join Us?

- **Dynamic Environment:** Engage with creative projects that challenge and inspire you.
- **Team Work:** Collaborate with an amazing team of like minded individuals.
- **Comprehensive Benefits:** Enjoy a range of perks including generous holiday allowance, team events, and wellness benefits.

## Salary & Hours:

- **Salary:** London Living Wage - £13.85 per hour
- **Days:** Monday - Friday, with the option to flex up and work over the weekend during the busy Christmas period
- **Hours:** Flexible + Part - time hours available

## Benefits:

 25 days annual leave (pro-rata) + bank holidays

 Nest Pension

 Team Socials

 Employee Discount

 Vitality Membership

 Art Pass

 Birthday Leave

 Finder's Fee

 Green Commute Cycle Initiative

 CycleSaver

 Sabbatical Leave

 Enhanced Parental Leave

Please send your CV and Cover Letter to **Rachel** at [rachel@bespokely.cc](mailto:rachel@bespokely.cc), and **Anna** [anna@bespokely.cc](mailto:anna@bespokely.cc).