

Merchandiser - Job description

PPSS Group is a UK headquartered (and U.S. registered) firm specialising in the development and sales of high-performance stab resistant body armour and protective clothing - offering frontline professionals and individuals protection from knives, cuts, abrasions, edged weapons, hypodermic needles as well as blunt force trauma and human bites.

This role is **based at our site in the Thorpe Arch Business Estate near Wetherby.**

This role is required to work **Mon - Fri, for 30 hours per week**, daily hours are negotiable prior to appointment. For example: 0900-1500 daily, with half hour lunch break.

The **Merchandiser** will be responsible for aspects of our after sales service, in terms of processing the shipments, booking couriers and elements of stock control. This is a dual role in terms of there being elements of administration to carry out and manual labour in terms of picking packing orders for shipments. You would also be responsible for the receipt of incoming deliveries from suppliers and manufacturers.

Generic Competencies:

- Be articulate and able to communicate effectively.
- Be physically fit for the task required, for example, able to move around boxes of stock, lifting and carrying etc.
- Be able to complete paperwork relevant to the task.
- Be prepared to work in a flexible manner/multi-task.

Competencies specific to Sales Order Processor:

- Checking deliveries from suppliers to ensure accurate quantity and quality.
- Distributing and completing orders to customers utilising appropriate courier based on location.
- Executing of all directions given by the company directors with the highest level of efficiency.

- General office admin duties to comply with company policies and procedures and Health & Safety obligations.
- Proficiency, or ability to become proficient in the use of Salesforce CRM, full Office 365 and other CRM applications.
- Desirable, but not essential: knowledge and previous experience in the Import and Export of goods to / from the EU and worldwide.
- Receipt of goods from manufacturers in timely manner.
- Dispatch of goods to customers in a timely manner.
- Strict control over quality of goods.
- Accurate control and knowledge of stock levels.

Job Types: Part-time, Permanent

Salary: £15,500.00 per year

Benefits:

- Casual dress
- Company pension
- On-site parking