

THE WHITE COMPANY

LONDON

Job Description

Job Title:	Stockroom Assistant
Department:	Retail
Reports to:	Store Management
Grade:	AO

Our Story

From its inception in 1994, Chrissie Rucker's vision was to build a company that specialised in stylish, white, designer-quality items for the home that were not only exceptional quality, but also outstanding value for money. In addition to this devotion to simplicity, it was imperative the customer was put at the heart of everything and provided with a second-to-none shopping experience - and so The White Company was born.

Today, the company that began as a 12-page mail-order brochure has become one of the UK's fast-growing multi-channel retailers and a leading lifestyle brand with 66 stores across the UK and a highly successful online business.

Our Role

Ensure the effective completion of deliveries and other related stock tasks, whilst achieving productivity levels and maintaining TWC standards.

What you'll be doing

- Always maintaining both delivery and stockroom standards to the highest level.
- Ensure that all deliveries are processed and productivity targets are adhered to consistently.
- Ensure that key tasks are completed in timely manner, e.g. stock takes, price changes, recalls.
- Carry out daily replenishment for the shop floor to ensure that sales are maximised at all times.
- Ensuring the effective movement of stock within the store.
- Responsible for stock related operations in the store.
- To attend and participate in store meetings and training sessions as required by your manager.
- To ensure that good communication with your colleagues is maintained.
- To foster a team working attitude and be open to constructive feedback.
- To ensure that time keeping, attendance and lateness is in line with company's policies and procedures.
- To be aware of Health & Safety requirements in the store and communicate all potential issues risks to the Store/Stockroom Manager.

The skills & experience that you'll need

- Similar experience working a fast moving stockroom or warehouse environment.

- Retail or service industry experience (minimum 6 months).
- Ability to use own initiative.
- Good team player.
- Stock movement.
- Good interpersonal and communication skills.

Our Equality Diversity and Inclusion statement of commitment

At The White Company we are committed to creating an inclusive culture that welcomes and celebrates a diversity of backgrounds and identities.

We are working together to ensure our environment is one where people can bring their authentic selves to work, where their contribution is valued, ability enhanced, and perspective appreciated. Where difference is respected, encouraged, and celebrated. Where you can feel you belong.

We are committed to an active Equality Diversity and Inclusion Policy, which starts with our recruitment and selection process.

We'd love you to join us on our journey.

PRIDE – in everything we do

P – Passionate – We look for team members who are passionate about their expertise or role, who bring the best of themselves to work and have fun with it. We need people who are passionate about offering impeccable service to customers and colleagues

R – Resourceful – We love hearing from people who use their initiative to solve problems or make processes more efficient. We value people who use their industry knowledge to support the success of the team, and those who care about sustainability.

I – Imagination - The best people at The White Company bring creative ideas and offer solutions to problems. We encourage everyone, no matter how junior, to share their ideas and have a voice

D – Dedication – We look for people who want to go above and beyond for their team and the business. We love seeing evidence of drive from people who are dedicated to being the best in their field of expertise.

E – Everyone – We all want The White Company to do well and we do that through a One Team, inclusive approach. We need team members who are supportive, respectful – people who share ideas and support team wellbeing.