

Unit G21
Atlas Industrial Park
Rye Harbour Road
Rye
East Sussex
TN31 7TE



About Us

Zest Clothing is an Internet mail order company; we are one of the largest 'Clothes, Shoes & Accessories' sellers on eBay UK & an eBay "Top Rated Seller". We also sell on Amazon.co.uk and hope to expand to Amazon.fr and Amazon.de. The company started in 2005 & has grown rapidly; we trade from two warehouses in Rye & employ a growing team of people. We sell thousands of products including ladies & men's clothing, lingerie & accessories. We are continuing to expand our ranges of products all the time. We pride ourselves on our quick reliable service which means that most UK customers receive their orders the next day.

About the Jobs

We are always looking for enthusiastic reliable people to join our team, we particularly need extra staff in the Autumn ready for the Christmas rush. The roles are for Mail Order Assistants working from Monday to Friday 9:00-16:00, overtime may also be available. The work will include the fulfilment of orders, general warehouse duties and there will also be some office based work administering our online businesses. We are not necessarily looking for people with experience, we are happy to take applications from school leavers, people returning to work once children are at school or people who have worked in a similar environment. Ideally the successful applicants will be quick thinking, hard working, reliable with a lot of common sense. We like people who use their initiative, see what needs to be done & do it without having to be asked. We are looking for someone who has good computer skills; preferably with some knowledge of eBay or Amazon. Skills such as photography and photo editing or foreign language skills would also be useful too but are not required.

We offer 28 days paid holiday a year with extra holiday given on overtime. We also give generous staff discounts on purchases.

Applications and requests for further information should be by email to jobs@zestclothing.co.uk. Please include your CV, preferably in Word or PDF format, and details your availability. In your covering letter please tell us a little about yourself and the skills and experience that make you suitable for this job. We look forward to hearing from you.

JOB DESCRIPTION

POST TITLE	Mail Order Assistant
BASED AT	Unit G21 Atlas Industrial Park, Harbour Road, Rye
REPORTS TO	Directors & Supervisors
HOURS	09:00 to 16:00 Monday to Friday
PAY RATE	£6.50 per hour paid monthly in arrears by bank transfer

AIM
Primarily to assist within the Mail Order section of the business. This is a varied role & there are good opportunities for the post holder to learn new skills. The post holder will be required to work flexibly as this is a rapidly developing business. It may be necessary to assist, or cover for, other staff from time to time.

RESPONSIBILITIES
<p>The key duties of the post are as follows:</p> <ul style="list-style-type: none"> • Picking & packing of orders, ensuring correct items are picked & packaged. • Preparation of post for collection by Royal Mail. • Checking stock deliveries including sorting & putting away in the warehouse. This will require manual lifting of boxes and operation of a pallet truck. • Assisting with the administration of the business. • Ensuring the warehouse is tidy, clean & safe. • Answering customer telephone calls & emails. • Processing credit/debit card payments & operating a till. • Photographing of new products & editing of photographs on the computer. <p>Where necessary training will be given.</p> <p>Due to the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities.</p>

		SPECIFY ESSENTIAL(E) DESIRABLE (D)
APTITUDES/ SKILLS/ABILITIES	<ul style="list-style-type: none"> • Flexible approach to work and able to adapt to change. • Self-motivated and enthusiastic. • Hard working & able to meet time deadlines • Ability to work on own initiative. • Effective team worker. • Keen to succeed 	E E D D D D
QUALIFACTIONS/ KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • GCSE or equivalent • Computer literate • Physically fit for lifting boxes • Good communication skills: verbal/written. • Knowledge of eBay or Amazon • Knowledge of photography & photo editing software • Fast thinking with good problem solving skills. • Personal work planning and organisational skills • Interest in the clothing industry • Experience of working within a similar business would be advantageous 	E E E E D D D D D D