

Full-time vacancy available within our busy mail order/office

Duties:

Monitoring web-shop for incoming orders, processing orders as required (including picking stock from shop floor and packing for dispatch)
Taking and processing telephone orders accurately
Orders to be dispatched via Royal Mail or courier service as required.
Update of order status to be recorded when dispatched
Accurate data entry – including new customer details, machines sales/stock etc.
Stock ordering from suppliers
Accepting stock on delivery, pricing and stocking items as required
Assistance on shop floor as required
Light general cleaning duties (i.e. dusting, sweeping, tidying etc.)

Skills required:

Good numeracy and literacy skills (must be accurate for data entry)
Good general computer skills for data entry & printing
Ability to prioritise and organise workload
Ability to work efficiently without direction and keep a tidy work place
Flexibility to cover weekends if required
Smart appearance

Please apply in your own hand-writing and send with your CV to - Angela Lord,
Lords Sewing, Oswaldtwistle Mills, Colliers Street, Oswaldtwistle BB5 3DE