



Warehouse & Distribution Assistant

(July 2017)

**Redemptorist Publications
Alphonsus House
Chawton
Hants
GU34 4HQ**

POSITION: Warehouse & Distribution Assistant
Full-time
(Part-time will be considered Monday to Friday 5 hrs per day)

LOCATION: Redemptorist Publications, Alphonsus House,
Chawton, Hampshire, GU34 3HQ

ACCOUNTABLE TO: Head of Distribution & Sales

BACKGROUND:

Redemptorist Publications (RP) is a Catholic publishing house with a committed outreach to all Christians and is owned by the London Province of the Redemptorist Congregation. RP is a registered charity. RP comprises five divisions forming an integrated publishing and distribution enterprise. Specialist activities include the creative design and editorial development of Christian as well as other spiritual material, in the first instance providing pastoral support to the clergy and their parishes, but also reaching out to the wider Church and individuals in their search for meaning. RP also supplies outstanding logistics and communication capabilities across the country.

OUTLINE OF ROLE:

To work closely with the Warehouse & Distribution Team Leader to undertake Warehouse based duties including manual lifting where appropriate.

MAIN DUTIES AND RESPONSIBILITIES:

1. To pick and pack orders accurately and efficiently.
2. To unpack incoming goods and store them in the correct location.

3. To enter the details of incoming goods on the computer using hand-held barcode scanners.
4. To participate in the quarterly stock-take.
5. To deal with delivery drivers whether collecting or delivering goods.
6. To dispatch all mailings within agreed deadlines.
7. To maintain a clean and tidy warehouse environment.
8. To assist the Warehouse team prepare for exhibitions and attend events if required.
9. To undertake any other reasonable tasks as requested.

PERSON SPECIFICATION

(Skills and experience could be gained through previous employment, voluntary work and/or through courses attended - applications should contain all relevant information.)

		ESSENTIAL	DESIRABLE
1	Qualifications		GCSEs x 3 grade A-C, or equivalent (to include English Language)
2	Professional Development	A willingness to attend training programmes as identified by the Warehousing & Distribution Team Leader to ensure appropriate skills are available within the team.	
3	Experience	It is not essential that the post-holder has held previous employment within a warehouse, however, it is essential that the post-holder is able to evidence and present examples of personal outcomes to date.	Employment in a warehouse and distribution environment
4	Knowledge	Knowledge and understanding of business operations.	Knowledge of the Christian church
5		An understanding of the reasons for an Equal Opportunities policy and how it affects the immediate working environment and our relationships with each other and our customers	
6	Skills and Abilities	Computer literate and willingness to learn Warehousing IT system.	A range of Microsoft Office software skills and use of barcode scanners
7		Excellent organisation skills, including the ability to plan and monitor one's own workload to meet deadlines	

8		Good interpersonal skills together with good written and oral communication skills	
9		A flexible approach to work in order to achieve deadlines	
10		Highly developed motivational skills	
11		Ability to use creative thinking and a flexible approach to pre-empt, identify issues and solve problems	
12		Attention to detail	
13		A positive, professional 'can do' attitude	

ADDITIONAL INFORMATION:

The post holder will also be expected to:

- a) Demonstrate model behaviour that is at all times consistent with an open, inclusive and participative style.
- b) Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
- c) Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of Redemptorist Publications.
- d) Actively participate in the appraisal scheme.
- e) Participate in the implementation of, and compliance with, legislation and good practice relating to health and safety.
- f) Attend and support off-site sales events as identified by the Warehouse & Distribution Team Leader.

The scope of this profile reflects the needs of Redemptorist Publications at the present time. It is not intended to be a fully inclusive or exhaustive list. The post-holder will therefore be expected to work flexibly and to undertake other reasonable duties that may be required. The profile will be subject to continuous review as the needs and requirements of Redemptorist Publications changes over time.

TERMS AND CONDITIONS:

Ideally the successful candidate will be available to commence employment with Redemptorist Publications no later than mid-September 2017.

This post is based in Chawton, Hampshire.

Hours: 37.5 hours per week full time or part-time will be considered – 25 hours per week Monday to Friday. Redemptorist Publications offers a flexible working day and is open between 8.00-5.00pm. The Head of Department will agree hours based on the need to ensure adequate service levels available within the Department during office opening hours.

The remuneration package for this 37.5 hours pw post will be £16,300 to £17,000 depending on experience. The full-time post attracts an annual leave allowance of 22 days plus eight statutory national holidays per annum.

Redemptorist Publications is committed to making every reasonable adjustment to the workplace or working arrangements in order to accommodate employees with disabilities.

HOW TO APPLY:

Please send by email a covering letter together with your Curriculum Vitae (including the contact details for two referees – one business and one personal) to mikeroberts@rpbooks.co.uk (Sales & Distribution Director) by 5pm on Monday, 7 August 2017. We will short-list applications by Friday, 11 August and arrange interviews for successful candidates. Interviews will be held on Wednesday and Thursday, 16 and 17 August 2017).

The appointment will be made subject to receipt of satisfactory references. We will only contact your referees if we make you an informal offer of employment.