

Stock Associate

Soho, Origins NYC



Warehouse / Stock Associate
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We are looking for Stock Associates who will report to our Warehouse Supervisor and the General Manager. This is a multi-responsibility role that supports all areas of our business.

Stock Associates are responsible for supporting the salesfloor team in their customer service by bringing and returning items from stock rooms; supporting our intake team in helping process and locate inbound inventory; packing and shipping of online orders; maintaining a healthy, organized warehouse. This is a behind the scenes role, and is essential for driving our business forward.

How you will contribute //

Stock management:

- Responsible for ensuring stock is organized and accessible.
- Ensure sold items are restocked within the time objectives you have been set
- Carry out multiple checks a day to ensure the floor is fully stocked
- Ensure that all restocks adhere to visual requirements as directed by the General manager
- Execute routine cycle counts and resolve/inform management of any identified inventory discrepancies
- Communicate and support the Warehouse Supervisor, as necessary
- Maintain the organisation and cleanliness of the Origins warehouse
- Facilitate the smooth running of all warehouse systems
- Supporting the Warehouse supervisor with any necessary inventory / stock audits

Running:

- Retrieving items from the Warehouse and delivering them to sales associates.
- Hitting daily quotas and time deliverables.
- Correctly returning items to their designated locations.

Photography:

- Working with the product team as necessary.
- Photographing stock as it comes in to the store and returning stock to its correct location.
- Ensuring Origins photography standards and protocols are met (you will be trained in this).

Wrapping:

- Wrapping sneakers that have been cleaned.
- Delivering sneakers to their correct locations in warehouse and on the floor.

Shipping and receiving:

- Working with the Warehouse Supervisor to package, label, and ship all our online sales.
- Ensuring packaging standards are met.

You will be trained in:

- Slack.
- The Origins systems.
- How to photograph to our standard.
- How to package items to our standard.
- How to wrap shoes to our standard.

You will need:

- Minimum 1 year of experience in either retail or operations.
- High level of accountability and reliability with willingness to accept feedback.
- Ability to easily execute multiple tasks and challenging priorities with strong attention to detail.
- Ability to kneel, stoop, use stairs, reach, pull and lift weights of usually 5-30 pounds
- Flexible availability as required – including weekends, holidays, and on rare occasions nights
- Learn how to use communication and project management tool, Slack as well as our bespoke Origins system
- Experience working in a fast paced business with the ability to take initiative and to respond quickly and efficiently
- Experience working with deliverables and time objectives
- A strong communicator with proven ability to interact regularly with internal and external individuals
- Ability to lift and move merchandise

- Proven ability to drive results
- Excellent organizational skills
- Basic computer skills, Excel experience preferred

Why work with us:

This is an exciting opportunity to contribute to the growing and expanding team at Origins - a fast moving start-up company with big ambitions, that offers possibilities to learn and grow. Our vision is to train our team through the ranks to reach their full potential in a stimulating and fulfilling environment.

Like our client based and the brands we carry, we have a diverse team and welcome individuals of all backgrounds. Qualified applicants will receive consideration for employment without regards to race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, disability, protected veteran status, or other characteristics protected by applicable law.

Apply:

Please email your CV and covering letter to help@originsnyc.com