

BREMONT

JOB TITLE	Logistics Operative 12-month FTC (maternity cover)
TEAM	Logistics – Operations
LINE MANAGER	Logistics Manager
CONTRACT	12-month Fixed Term Contract (FTC)

We are dedicated to creating an open and inclusive working environment, and this starts with our recruitment practices. We try to ensure that everybody who is interested in joining our team has equal opportunity and ability to start that journey with us. We intend to have flexible and accessible hiring practices and will make every attempt to adapt to your needs throughout. We welcome any requests for adjustments in our processes.

KEY PURPOSE OF THE ROLE

As a Logistics Operative in the Logistics department at Bremont you will be part of a team completing the daily operations to ensure accurate and timely processing of all goods in and out of the business. The role will involve working closely with other departments to ensure an efficient flow of goods is achieved.

KEY RESPONSIBILITIES

- The Logistics team are required to complete the following tasks with operators specialising on a selection of tasks but able to complete all tasks to a basic level to cover increased workloads or support holiday/absence:
 - Pack and ship
 - Picking and fitting straps/bracelets to watch heads
 - Core watches and accessories
 - Military & Special Projects watches and accessories
 - Preparing packaging for despatch
 - Complete goods in
 - Retailer returns
 - Customer returns
 - Purchase order items
 - Maintain accurate inventory levels within Logistics
 - Complete other business critical External Logistics tasks
- Assist with inquiries from other internal departments in an efficient and professional manner.
- Ensuring the Logistics area is kept clean and tidy
- Complete other tasks relevant to the role as assigned by the Logistics Manager.
- Be willing to support other departments as and when required.

PERSON SPECIFICATION

- Strong administration skills.
- Honesty and integrity are hallmarks.
- Careful attention to detail and strong organisational skills.
- Able to communicate well, both orally and in writing, adapting to a wide range of people.
- A hardworking and reliable attitude, able to work both autonomously and collaboratively.
- Self-motivated, sets high standards and effectively prioritises.
- Able to remain calm and focussed under pressure.
- Willing to adapt and take on new challenges and driven to continually improve.
- Maintains a high level of confidentiality.
- Excellent interpersonal and skills.
- The flexibility and willingness to learn.
- To enjoy working with people.
- The ability to work as part of a team.
- Can do attitude & flexibility.

We welcome applications from candidates who do not 100% meet the role requirements.

COMPANY BENEFITS

- 20 days holiday entitlement from the off, increasing accordingly to length of service
- Excellent length of service awards featuring the issuing of those Bremont timepieces we are all so proud to produce.
- Significant permanent employee discounts on Bremont Watches, with great 'family and friends' Sales.
- Unique retail discounts for many different brands, available both locally and online.
- Enhanced Maternity and Paternity leave.
- Wellbeing initiatives including counselling and 24/7 financial & legal advice.
- Strong support regarding time off for you partake in any commendable volunteer work.
- A day's holiday for you to celebrate your birthday!
- We're a sociable bunch and plan several social events throughout the year.
- Training programmes offered with a focus on career development within the company.
- A fantastic and enviable new facility in which to work, very near the town centre

WORKING ENVIRONMENT

- 37.5 hours per week Monday to Friday
- Onsite working
- Working as part of a team
- Probation process 4 months
- Notice period – 1 month

INTERVIEW PROCESS

Stage 1

Interview with hiring manager and HR on site.

Dress code is smart office attire.