



BREMONT

JOB TITLE	Stock Operative
TEAM	Operations
LINE MANAGER	Planning and Kitting Manager
KEY RELATIONSHIPS	Sales Support, Logistics, Procurement, Finance, Planning, Assembly, Service Centre

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 Stock Operative in the Stock department at Bremont you will be part of a team ultimately responsible for managing the stock at Bremont. A fundamental aspect of this role is supporting other internal departments with the provision of kits and components. The role will involve working closely with other departments to ensure an efficient flow of goods is achieved – on time and accurately.

KEY RESPONSIBILITIES

- The Stock team are required to complete the following tasks with operators specialising on a selection of tasks but able to complete all tasks to cover increased workloads or support holiday/absence:
 - Service Centre:
 - Picking and kitting components required for Service Calls
 - Picking and resupplying consumable's locations
 - Assembly:
 - Picking and kitting components required for Works Orders
 - Picking and resupplying consumable's locations
 - Additional secondary support tasks include
 - Picking and fitting straps/bracelets to watch heads
 - Inventory maintenance:
 - HQ
 - External warehouse
 - Complete other business critical Internal Logistics tasks
 - Working closely with the Logistics team to ensure that team resources are utilised appropriately to meet the demands of the business.
 - Assist with inquiries from other internal departments in an efficient and professional manner
 - Ensuring the Stock areas are kept clean and tidy
 - Complete other tasks relevant to the role as assigned by the Stock Manager
 - Be willing to support other departments as and when required.

PERSON SPECIFICATION

- Recent experience in working within despatch, stores, or warehouse roles with valuable goods.
- Ability to use Microsoft office - outlook, word and excel at a high level.
- Previous experience of stock management using ERP systems e.g. Priority.
- Excellent organisational skills.
- Forklift license desirable but not essential.
- 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.
- The ability to work as part of a team.

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

- Hours of work – 0900-1730hrs (1hr lunch) with flexibility to adjust the hours
- 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 via Teams.

Stage 2

Interview with hiring manager and senior manager onsite.
Smart attire required for onsite interview.