Warehouse Wonder.

We are looking for someone:

- 1. To actively support the aims and objectives of Anevay Ltd.
- 2. To work with the Directors in providing a quality service to customers.
- 3. To take responsibility for and assist with Quality Control for all products.
- 4. To maintain stock levels and ensure orders are placed for replenishment of stock, in conjunction with the Managing Director.
- 5. To pick stock and prepare stoves for despatch, in fulfilment of orders.
- 6. To make up products, and other accessories, for orders.
- 7. To process orders, liaise with courier and pallet companies, when required.
- 8. To liaise with suppliers and customers, when required.
- 9. To ensure that the warehouse and working areas are clean, organised and free from risk hazards.
- 10. To carry out other duties required by the Directors for effective delivery of the business to customers.

Your personal qualities will be:

A friendly disposition towards staff, contractors and customers

Good organisational skills

Good IT skills, including Outlook and Microsoft Office

Honesty, respect, confidence, understanding and sociability

Willingness to drive

An interest in the outdoors

If you think you have what it takes, please complete the 'My Name in the Hat' form.