

SOANE

BRITAIN

Job Title: Logistics Assistant

Location: Pinfold Leicester

Department: Logistics

Position Reports to: Logistics Manager

Company Overview:

With an uncompromising commitment to British manufacturing, Soane Britain's mission is to design and make enduring and life-enhancing furniture, lighting, fabrics and wallpapers through collaborations with a network of the finest craftspeople in Britain. Soane combines responsibly sourced, high-quality materials and superb workmanship to ensure our designs endure for generations.

Our talented team is based in offices and workshops in Leicester and the West Country and showrooms in London and New York. For more information, please visit www.soane.com or join our social media platforms Pinterest and Instagram.

Purpose of the Position:

This is an exciting role within the Logistics department that has been created to support Soane's growth. The Logistics Assistant role will require a great deal of flexibility and offers a combination of warehouse and office-based tasks at our Leicester warehouse.

Due to the nature of the small team at the warehouse the role will require a can-do attitude and the candidate must not be afraid to get stuck in with the task at hand, be enthusiastic and self-motivated. This role is suitable for someone with an eye for detail and the ability to achieve the excellent standards for which Soane Britain is well known.

As a member of the Logistics team, you will be key to ensuring the Soane client is kept at the forefront of all decisions. The role will require you to be detail orientated, highly organised and able to multi-task.

Duties and Responsibilities:

- Properly pack items to be shipped according to company standards to ensure they arrive in excellent condition
- Ensuring products in the warehouse are stored efficiently and securely
- Receiving and processing incoming stock and materials
- Retrieving items from within the warehouse to be processed and preparing outbound shipments
- Booking deliveries via courier portal
- Handing out orders to shippers
- Obtaining delivery quotes from trusted suppliers
- Keeping the warehouse environment clean and tidy and maintaining equipment
- Maintaining inventory records and stock
- General office admin
- Local van runs and local client deliveries

Qualifications for the Position:

- Quick learner with an outstanding attention to detail
- 1-2 years' experience in similar role ideally in the furniture industry
- Good organizational and time management skills
- Full UK driving Licence

For details of Soane's benefits, including long-term service benefits, please refer to the current Benefits Sheet.

Date: 10/01/24

LONDON NEW YORK

WWW.SOANE.COM

COMPANY REGISTRATION N° 03360853 VAT N° 707 0475 49