

Dispatch Assistant (Full- or Part-Time)

- 4-5 days per week
- Salary: from £12ph
- Start date: ASAP

A position has become available in our busy Dispatch department for a Dispatch Assistant. This is a role in a thriving department with administrative and some customer-facing elements.

Our reputation for expert friendly service, efficient processing and extensive range of stock makes Just Flutes the go-to for many musicians, especially flute players, the world over. You will be working as part of a fun, close-knit team to fulfil orders, from the point that they are placed through picking, processing and packing.

The role can be 4 or 5 days per week spread over Monday to Friday, with the occasional Saturday as needed.

Our Dispatch department is a seasonally busy environment, and the ideal candidate will be good at managing their time and remaining cool at busy times. You will be computer savvy, have an eye for detail, as well as a great communicator. As a musician with a love for the subject, you'll let this passion show through when assisting email and phone customers with order queries, and – with your colleagues across departments – with their purchasing decisions.

In return we will provide all the necessary training, access to a NEST pensions scheme, generous staff discount scheme, as well as the possibility to expand your role according to your strengths.

46 South End
CROYDON
CRO 1DP
United Kingdom

VAT Registration No 453 34 6005

Company Reg No 14723911

Tel: 020 8662 8400

www.justflutes.com

  @justflutes

Data Protection Reg No ZB607779

Job Specification: Main Roles

- Processing internet orders, including picking items, invoicing, packing and dispatch.
- Assisting customers with email and phone enquiries, including taking phone orders.
- Assisting other departments as required including:
 - transferring stock between our warehouse and shop.
 - assisting with stock takes.

Person Specification

The successful candidate will be/have:

- Permitted to work in the UK
- A musician with a passion for the subject
- Friendly and easy-going personality
- Organised with an eye for detail
- Comfortable working as part of a team
- Strong computer skills

Benefits

- Staff discount
- NEST pension scheme

Further information/To apply

For more information and to apply, please email your CV and a covering letter to Bethany Desmond: bethany@justflutes.com