

## Mail Order Assistant

(Part-Time 6 Month Contract)

- Part-time (3 days a week - Mon, Tues and Thurs/Fri)
- 6 month contract
- Salary: £12,500 to £15,000 depending on experience

A position has become available in our busy dispatch department for a Mail Order Assistant. This is a part-time role on a six-month contract in a thriving department with both administrative and customer-facing elements.

Our reputation for expert friendly service, efficient processing and extensive range of stock makes our website a go-to destination for many wind players. You will be working as part of a close-knit team to fulfil orders from the point of the customer placing the order through picking, invoicing and packing, ensuring our continued efficient and safe service. This role offers a great opportunity to get started in the business.

Our mail order department is a seasonally busy environment, and the ideal candidate will be adept at managing their time and remaining cool under pressure. You will also have the flexibility to carry out other tasks as required, as well as to communicate effectively with colleagues, an eye for detail; and the ability to work swiftly and accurately under pressure are essential.

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.

### Job Specification: Main Roles

- Picking, processing and packing orders
- Taking phone orders
- Assisting customers with email and phone enquiries
- Assisting other departments as required including:
  - transferring stock between our warehouse and shop
  - assisting with stock takes
- Keeping the mail order department tidy

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CR0 1DP  
United Kingdom

VAT Registration No: GB 479 6328 92

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Tel: 020 8662 8400

## Person Specification

The successful candidate will be/have:

### Essential

- 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

### Desirable

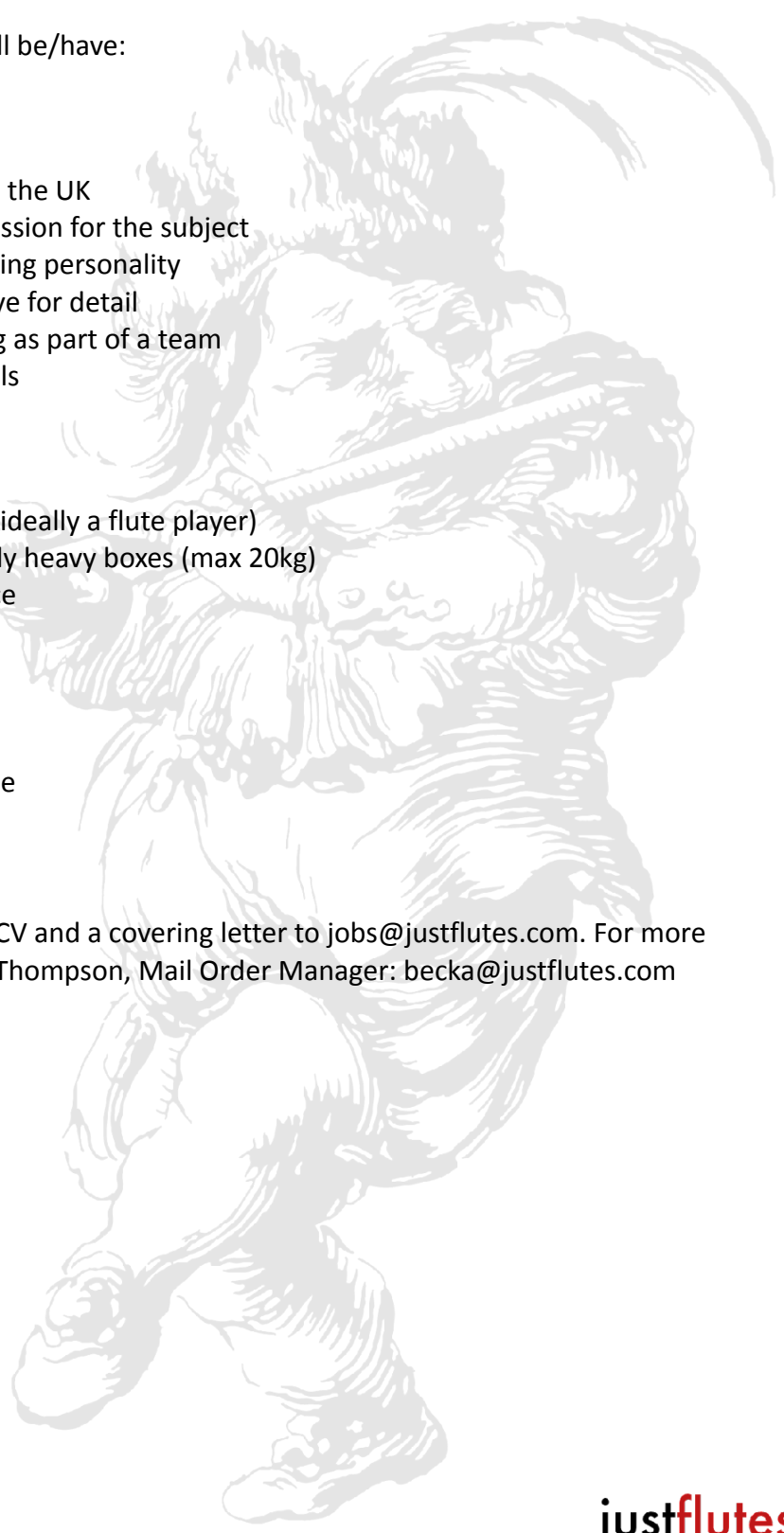
- A woodwind player (ideally a flute player)
- Able to lift reasonably heavy boxes (max 20kg)
- Full UK driving licence

### Benefits

- Staff discount
- NEST pension scheme

### To apply

To apply, please email your CV and a covering letter to [jobs@justflutes.com](mailto:jobs@justflutes.com). For more information, contact Becca Thompson, Mail Order Manager: [becka@justflutes.com](mailto:becka@justflutes.com)



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