

## Stock Assistant

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Company: REISS

Location: London

Category: transportation-and-material-moving

### What's the role about?

As part of our Retail team, you'll be joining as Stock Assistant. You will be responsible for ensuring all daily operational tasks are actioned to the highest standard to support the store achieving targets through operational excellence.

### Role Responsibilities

Previous stockroom experience ideally within a premium or luxury retail environment

A commercial approach to store operations

Excellent attention to detail

Ability to work well independently and as a part of a team

Excellent communication skills, both written and verbal

### What you'll be doing

Processing stock deliveries, ensuring all items are pre retailed to the highest standard

Ensuring new lines and replenishment are placed on the shop floor as priority following delivery

Managing timely replenishment of stock throughout the day, ensuring size availability is always maintained

Processing stock recalls back to the warehouse in line with our stock returns standards

and policy

Processing Fulfil From Store picks and preparing them for collection, ensuring that our company find rate target of 90% is achieved

Completing Inventory scans daily and maintaining stock file accuracy through regular adjustments

Completing Collect In Store Parcel audits and supporting with Collect In Store parcel collections and returns

Supporting faulty stock management and returns

Ensuring stockroom standards, organisation and cleanliness are maintained to support replenishment and limit stock damage

### **What we'll do for you**

Fitness membership

Employee discount

Employee assistant programme

23 days annual leave

Medical cash plan

Employee referral scheme

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