

# JAC Distribution Ltd.

(Wholesale & Retail Distributors)

<u>Wholesale Operations</u>	<u>Accounts, Retail Branch, Warehouse &amp; General Offices</u>	<u>Retail Branch</u>	<u>Retail Branch</u>	<u>Retail Branch</u>
Office 37 Parliament Street  Ramsey Isle of Man IM8 1AT Tel: 01624 816828 Fax: 01624 818011	The Ramsey Warehouse 37 Parliament Street  Ramsey Isle of Man IM8 1AT Tel: 01624 813092 Fax: 01624 818011	JAC Stores – Castle Street 8-8a Castle Street  Douglas Isle of Man IM1 2EU Tel: 01624 625720 Fax: 01624 671164	JAC Stores – Strand Street Unit 3, 21-25 Strand Street  Douglas Isle of Man IM1 2EF Tel: 01624 622154 Fax: 01624 618365	Homestores of Castletown 5 Arbory Street  Castletown Isle Of Man IM9 1LH Tel: 01624 822148 Fax: 01624 822148

## Job Description – Full Time Warehouse Team Member

### JAC Stores – Ramsey Store

The basic hours for this role is 40 hours per week, Monday to Saturday, 8.30am to 5.30pm, with Wednesday & Sunday as days off. Extra hours, including weekends, may be required in busy times or during staff holidays.

This position requires somebody who is accurate, flexible and enjoys doing a variety of different tasks every day. Attention to detail and accuracy is very important.

The main aspects of this position are:

- Accepting incoming deliveries from carriers and internal transfers from our warehouse and other branches.
- Checking off goods from external and internal deliveries.
- Receiving in the stock on to our computer stock control system and notifying of any damages or shortages.
- Putting stock away within the stock rooms and sending stock to sales floors as required.
- Picking stock for web orders/store replenishment lists.
- Keeping the stock rooms organised, clean, tidy and well maintained.
- Loading and unloading of the incoming and outgoing deliveries.
- Delivering customer orders when required (use of own vehicle is not required for this).

Use of a computer is an integral part of this job and receiving in stock, stock look up and reporting within a computerised environment is required, full training will be given.

A full, clean driving license is required to enable you to undertake customer deliveries.

Applicants should be fit and healthy as some heavy lifting is required.

Lunch break is half an hour between 11.30am and 2.30pm.

The above is meant as a general guide, and variations will be notified to you by a supervisor/manager.

Applications will only be processed upon receipt of a completed Application Form which are available online.