

# 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 2EW 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 – Stock Room Assistant**

### **Location – JAC Stores Strand Street**

The normal hours are 5 days a week Monday to Friday 8.00am to 4.00pm.  
Extra hours may be required in busy times or during staff holidays, etc.

This position is based at our Strand Street store and requires somebody who is accurate, flexible and willing to undertake various aspects of work within the stock room and sales floors. Attention to detail and accuracy is vital. It is essential that the job holders be flexible concerning the duties required of them.

The main aspects of this position are:

- Undertake general cleaning duties in store.
- Accepting incoming deliveries from carriers and internal transfers from our warehouse and other branches.
- Checking off goods within the deliveries.
- Receiving in the stock on to our computer stock control system and claiming for any damages or shortages.
- Putting stock away within the stock rooms and sending stock to sales floors as required.
- Stocking up the sales areas within the store and merchandising display areas.
- Keeping stock room organised, clean, tidy and well maintained.
- Loading and unloading of the incoming and outgoing deliveries.
- Assembly of flat pack items for customers.
- Sales floor cover if required.

There is half hour unpaid break provided.

**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.**

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

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

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