

## WAREHOUSE DISTRIBUTION COORDINATOR

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels, relied upon for its exceptional quality of service and eye for the next big thing.

With an expanding domestic and global market, and revenues increasing month on month, critical strategic change is on the agenda, in order for us to achieve the objective of dominating our sector as a truly successful force in online retail.

NET-A-PORTER is seeking the right candidate for a senior warehouse role with some weekend work required at their Long Island City distribution centre. This is a great opportunity for an ambitious and innovative individual to be involved in the development of a successful and growing team. Reporting to the Front Line Manager, your key responsibilities will include managing the stock receipt and despatch functions and ensuring an excellent service is delivered to our demanding clientele around the world. Additionally, you will be expected to play an important part in improving and optimising our internal systems and procedures.

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### Responsibilities

- Responsibility for the receiving processes, product storage and the pick/pack functions within the warehouse.
- Ensuring inbound products and outbound orders are processed accurately, securely and within agreed service levels
- The implementation and monitoring of best practice in customer returns and RTV including where appropriate the repair of faulty stock
- The planning, organization and management of audited stock checking with the Inventory Manager
- The management, motivation and organization of a growing team, ensuring they are trained to a standard that enables agreed service levels to be met
- Managing the resources for weekend staff rotas
- Developing, measuring and reporting process performance against agreed service levels
- Implementation, measuring and reporting of KPI (Key Performance Indicators) data
- Ensuring the maximum accuracy and security of company's electronic data
- Assisting in the development of systems and processes used within the Distribution area
- The design and implementation of process improvements as necessary in consultation with other teams.
- Respecting and maintaining the company's rules for the security and health and safety of its staff

### **Essential Skills & Requirements**

- Minimum 2 yrs previous distribution experience within a Multi-SKU pick/pack environment.
  - Good team player and willing to be flexible.
  - Fashion industry experience an advantage but not essential
  - A proven track record of motivating and managing a multi-cultural team.
  - Excellent communication skills and ability to develop working relationships
  - Numerate and articulate, with an excellent eye for detail
  - Ability to think clearly and calmly when faced with issues or problems
  - Competent with the Microsoft software package
  - Ability to cope well with the demands of a rapidly growing company.
  - Proven ability to work to stringent deadlines.
  - Pro-active and able to show initiative/ideas to constantly improve the processes with the finance team and the company.
  - Excellent work and customer care ethos.
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**Location:** Mahwah, NJ

### **How to Apply**

Please send us an updated CV/Resume (including examples of relevant previous work) and a cover letter explaining why you feel you are suited to NET-A-PORTER and this role. These should be emailed to [jobs@net-a-porter.com](mailto:jobs@net-a-porter.com)

**EOE M/F/D/V. Qualified females and minorities are encouraged to apply**

**NO RECRUITMENT AGENCIES PLEASE**