

DISTRIBUTION RECEIVING and SHIPPING COORDINATOR

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels, relied upon for 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.

As such, we are seeking an experienced Distribution Receiving/Shipping Coordinator based at our Distribution Center in Mahwah, NJ. This is a great opportunity for an ambitious and innovative individual to join a successful and growing team. Reporting to the Front Line Manager, your key responsibilities will include managing our daily inbound and outbound deliveries and collections, ensuring an excellent service is delivered to our high volume Goods In Department. Additionally, you will be expected to play an important part in improving and optimizing our internal systems and procedures.

“Besides all the great designer names it stocks, one of the best things about net-a-porter.com is the next-day delivery service. That, coupled with beautiful packaging, makes the site an ideal stop...” Vogue, UK

Responsibilities:

- In conjunction with the Front Line Manager, oversee day-to-day warehouse inbound deliveries to ensure that all receiving (Booking In) and shipping documents and functions are completed accurately and on time.
- Keep records of incoming and outgoing shipments. Check inbound shipments for accuracy and maintain all data of shipping activities.
- Assure that receiving counts match total deliveries by channel and communicate any discrepancies with the Shipping, Retail and Distribution team.
- Ensure receiving area is organized, clean and maintained in secure, safe and orderly condition by channel.
- An expert, proactive in training of our XT and IWS system and ability to resolve Goods In problem.
- Distribute the following to appropriate departments: warehouse and office supplies, promotional documents and external and internal mails.

- Process accurate filing of receiving packing list by vendors or designers.
- Manage workflow of inbound stock deliveries by channel in conjunction with individual department Coordinators and Lead Personnel with planning of daily task to meet the required service level.
- Inbound function is to provide instructions to staff how to best manage and organize the workflow of unloading and receiving of products accurately and securely.
- Outbound function is to assure efficient and timely loading of customer orders to trailers or transfer of supplies to 3PL storage warehouse with maximum security and documentation of carriers and date of dispatch.
- Assure proper receiving staffing levels are maintained and adjust to workflow based on weekly or daily forecast and communicate with Front Line Managers.
- Assisting in the development of systems and processes used within the Distribution department.
- Maintain safety regulation and awareness in moving apparel merchandise and handling hazmat products.
- Routinely demonstrate and create a helpful and positive work culture.
- Respecting and maintaining the company's rules for the security and health and safety of its staff.

Essential Skills & Requirements

- 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 and demonstrate understanding to find a solution.
- 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.

- Excellent work and customer care ethos.

To Apply

Please email us an updated CV and a cover letter explaining why you feel you are suited to the role to usjobs@net-a-porter.com You will be expected to provide at least two recent work references, at job offer stage.

NO AGENCIES PLEASE