

## DISTRIBUTION ASSISTANT

NET-A-PORTER is an established global Internet retailer of consumer goods, relied upon for exceptional quality of service, shipping worldwide.

Our customers are demanding and expect extremely high quality goods, service and choice. We are seeking Distribution Assistants to join our team based at our Distribution Centre in Long Island City, NY11101. You will be responsible for the following duties covering all aspects of distribution processes: stock handling, quality control, stock movement, fulfilment.

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### Duties and Responsibilities

- Put Away & Pick garments as per packing lists/returns
  - Updating order tracker & stock tracker via the scanning system
  - Ensuring there are no stock discrepancies through inaccurate stock movement
  - Preparation and packing of orders to NET-A-PORTER's exacting standards
  - Liaise with Shipping Team to ensure correct delivery paperwork
  - Preparation of daily shipment documentation
  - Processing of customer returns via stocktracker
  - Liaise with stock, customer care and special orders team
  - Ensuring all work areas are clean and tidy
  - Ad hoc duties
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### Essential Skills and Requirements

- Good team player, hard worker and willing to be flexible
  - Must be able to work as part of a multi-cultural team
  - Ability to take initiative and learn quickly with a very positive attitude at all times
  - Must be reliable with excellent organisational skills and great attention to detail
  - Early morning (6.30am to 2.30pm) and evening (2.30pm to 10.30pm) shifts available
  - Please note, this role involves light physical work including lifting and stretching
  - Candidates must have valid work permits and a good command of the English language
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### Hours

37.5 hours per week, flexible. However, during very busy periods you will be required to work weekends and public holidays for which overtime is paid.

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### To Apply

Please e-mail us an updated resume and a brief cover letter explaining what previous experience you have that makes you suitable for the role. Send to [usjobs@net-a-porter.com](mailto:usjobs@net-a-porter.com). You will be expected to provide at least two recent work references at job offer stage.

**NO AGENCIES PLEASE**