

SENIOR DISTRIBUTION ASSISTANT

NET-A-PORTER is seeking to create a Senior Distribution Assistant's role at DC2. 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 Assistant Distribution 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.

"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:

- 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
- 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.

To Apply

Please prepare an updated resume, an internal application form signed by your manager and a cover letter explaining why you feel you are suited to the role. These should be submitted to the HR Department by Monday, July 14th.