



SHEEPERS

Sheepers full and part time E-Commerce associate

The Company

Sheepers was founded by Nicola Skowronek in 2015, she has now left the office bedroom and moved into her very own studio in North London, Islington. We are an e-commerce store selling on three platforms soon to be four (sheepers.co.uk, etsy.com, notonthehighstreet.com, Silk Fred and Friends of Joules.

Sheepers is on the look out for a September 2020 start trustworthy and passionate individuals who wants to grow with the business.

- Full time working hours: You would be on a self employed basis and would work Monday - Friday 9am - 5pm.
- Part time working hours: You would be on a self employed basis and would cover weekends and occasionally work alongside one other person and called in when it is busy.

Responsibilities:

- Picking and packing light weight internet and wholesale orders
- Working to high attention to detail
- Receiving and checking stock
- Stock takes
- Communicate with the Poland warehouse on what stock is needed
- Liaise with customers about there orders
- Manage multiple responsibilities, meet deadlines and contribute to a team environment.
- The role will be in a fast-paced environment, working alone and sometimes with a team to meet targets.
- Checking quality of stock
- Ensuring parcels are labelled and ready to be collected
- Prioritising express orders with DPD
- Dispatching post to Royal Mail and DPD everyday drivers who pick up post from the studio

Personal Requirements:

- Computer literate is a must
- Good written and spoken english with good grammar and spelling
- Self-motivated with ability to work independently.
- Someone who can be relied upon to turn up to work every day and be on time
- A positive attitude, a good work ethic
- Flexibility to vary work hours and work role where necessary
- Organised, possesses high levels of attention to detail and demonstrates hard work.

No experience necessary we want to help you grow too.

Must be legally entitled to work in the UK

Desirable but not necessary:

- *Full clean driving license with car (this could help us with trade shows and Christmas markets)*

The successful candidate will have a strong work ethic, attention to detail and the ability to work in a fast-paced environment.

Job Type: One Full time and one part time vacancy

Salary: Pay rate dependent on experience, with excellent potential for progression after an initial trial period to a permanent position. Pay would be paid weekly into your bank account.

***Please apply with your CV and subject of the email to Sheepers E-commerce associate:
nicola.skowronek@sheepers.co.uk***