

de  
GRUCHY

JERSEY 1810

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## JOB DESCRIPTION

<b>Job Title:</b>	Central Marking/Stock-Keeper
<b>Hours:</b>	37.5 hours/ week
<b>Responsible to:</b>	Premises Manager & Central Marking Supervisor
<b>Staff Reporting:</b>	None
<b>Job Purpose:</b>	To ensure the efficient pricing and distribution of consignments throughout the store.

### Key Responsibilities

#### **Central Marking**

- To check consignment for correct quantities of packages.
- To price goods as instructed, ensuring goods are priced as quickly as possible and that the department is informed before being distributed.
- That paperwork for each consignment is completed correctly, photocopied and that all shortages, damages and extras have been accounted for.
- Provide excellent customer service to internal customers.
- Maintain the tidiness and organisation of the allocated marking off area.
- To assist the manager with in the dispatch area as required.
- There will be occasions where it is necessary to help out on the shop floor.
- To maintain the security of the marking off.

#### **Training**

- Training will be given in the correct procedures for the acceptance, checking, pricing and distribution of consignments throughout the store.

#### **Team Relations**

- Able to participate as part of a busy team.

- To communicate with and support staff in other departments thus ensuring good working relationships.
- To communicate well with the Manager/Supervisor and other team members.

### **Motivation / Commitment / Flexibility**

- To remain self-motivated and be able to work without supervision.
- To be committed to learn and develop your job throughout the period of your employment.

### **How to Apply**

In order to apply you will be required to complete an application form, please note CV's will not be accepted.

An application form can be collected in store from our accounts department on the first floor or downloaded from our website.

Once you have completed your application please return to the accounts department or alternatively post to:

Cristina Gherman, A. de Gruchy & Co. Ltd, P.O.Box 18, 50-52 King Street, St. Helier, JE4 8NN.

5 years' residency **IS NOT** required for this position

Although every care is taken to ensure the correct closing dates are advertised occasionally we will close this vacancy prior to the published expiry date if we receive a high volume of applications. It is therefore advisable that you submit your application early to avoid disappointment. In the case of this happening please continue to visit [degruchys.com](http://degruchys.com) for details of alternative vacancies.