



Job Title:	Online Fulfilment Associate	Department:	Operations
Location:	Inveralmond Brewery, Perth.	Position Type:	Full-Time.
Reports To:	Head of Supply Chain.		
Role Overview			
In this role you will carry out tasks to ensure order placed on our online shop are shipped to customers. This will cover picking, packing and shipping. Working with couriers and stock management			
Key Tasks			
<ul style="list-style-type: none"> • Receive and process orders from the online shop • Pick, pack and fulfil orders from stock • Laise with couriers and arrange shipments • Monitor stock levels and transfer stock when required • Record keeping of all stock dispatched • Manage Online Shop inbox and answer phone calls 			
Additional Tasks			
<ul style="list-style-type: none"> • Weekly stock takes of stock on site. • Ensure stock is used in the correct order of rotation. • Ensure that there are suitable levels of packaging materials available • Carry out ay repack requirements • Support brewery as required <ul style="list-style-type: none"> ○ Support site-wide stock taking and reconciliation ○ Stock ordering ○ Support goods in procedures and administration ○ Housekeeping and Maintenance of warehouse/ yard ○ Forklift Operation ○ Shop Sales and Payment Handling ○ Dealing with Telephone enquiries (Brewery 3CX) ○ Support general administrative tasks - record keeping/ ordering/ welcoming visitors ○ Provide holiday cover across brewery and supply chain's administrative team as required 			
Competencies Required (Training will be provided)			
<ul style="list-style-type: none"> • Attention to detail. • Good customer service. • Good organisational skills. • Basic Excel skills. • Basic Maths. 			
Additional Notes			
Reviewed By (Dept Manager)		Date (Yearly Update Required)	

