

Longacres Garden Centres **Bagshot**

Order Fulfilment Administrator

Job Advert



Longacres Garden Centre is family-run and the business has grown to include six stores in the South East of England. From a few employees in 1979 to over 700 employees in 2023, Longacres is a growing company with opportunities for staff to develop and learn. Our diverse team is friendly, supportive, and inclusive. We value our loyal customers, high quality products and ability to offer competitive prices.

Longacres Garden Centre are looking for an enthusiastic individual to join our fun and friendly Fulfilment warehouse team, if you have previous experience working within the warehouse industry then we would like to hear from you.

Responsibilities would include: -

- Assist the Order Fulfilment management team with the daily admin of the department.
- Reviewing customer requests for order changes & cancellations, updating inventory levels
- Providing customer service support to other departments to ensure smooth operations
- Processing orders across all marketplaces and stores, dispatch processes to include label creation
- Assist the management team with placing/chasing supplier orders via email and phone
- Assist in managing the marketplaces including uploading stock inventory information, listing creation and customer service

Nice to have:

- You are enthusiastic and approachable
- You are willing to develop and learn
- Good attention to detail
- Previous experience within an admin role

Benefits

- Free onsite parking
- 15% Staff discount
- Training and development with opportunities to forge a career with us
- Pension plan
- Recognition and rewards platform
- Holiday entitlement of 29 days, including bank holidays

Store: Bagshot

Department: Internet

Contract: Full time

Includes: Working every Sunday (day off in the week and every Saturday off)

Hours: 40 hours per week

If you are interested in applying for this position then please email your CV with a covering letter to recruitmentadvisor@longacres.co.uk