



JOB DESCRIPTION

Original Style has celebrated over 30 years as a successful tile manufacturer, importer and distributor and is a leading global tile supplier with a strong presence in 48 countries worldwide. We have been producing high quality tiles in our factory in Exeter, Devon, since 1986 and we offer a wide range of products - from contemporary large format wall and floor tiles to hand-finished glazed tiles designed in-house. Tiles are our craft and we are committed to manufacturing using traditional techniques teamed with state of the art technologies. We also source original and innovative tiles for our collections from across the globe, such as our unique glass products and mosaics, enriching our collections for a truly versatile choice. The key to our success is the experience of our highly skilled designers and craftspeople, showroom experts, customer service and all support functions who make it a priority to ensure customer experience excellence throughout each stage of their journey with us.

With circa 235 employees, 11 tile showrooms and a global network of retailers, Original Style is committed to continuous development as an industry leader. We have ambitious plans to open more of our own retail showrooms and to grow as a business. Your growth is equally important to us – we will support you to reach your full potential and achieve your personal development goals.

JOB TITLE: SHOWROOM WAREHOUSE OPERATIVE / DELIVERY DRIVER

DEPARTMENT: RETAIL

BASED: DURHAM RETAIL SHOWROOM

REPORTS TO: RETAIL MANAGER

PURPOSE OF THE ROLE

To work within the Showroom team to ensure efficient, safe and accurate handling of all stock and to also provide a high quality delivery service.

MAIN RESPONSIBILITIES

- Responsible for the loading, transporting and delivery of goods to customers in a timely, safe and polite manner.
- To accurately and efficiently pick and pack orders, ensuring limited damages.
- Loading and unloading of customers' vehicles in a safe manner.
- To unload and organise internal and external deliveries, accurately checking and receipting the goods received.
- To maintain a high level of stock accuracy, including regular stock counts, reducing stock discrepancies and write offs.
- To ensure work areas are clean, tidy and safe at all times.

- Responsible for the upkeep and maintenance of the vehicle log.
- To provide Showroom cover as and when required, assisting customers and answering the phone.
- Maintain a well organised and efficient warehouse and sample room, ensuring all products and orders are accurately labelled.
- To perform any reasonable request made by your manager.
- Endorse and promote a positive and conscious health and safety culture within the Company. Ensure always take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Ensure compliance with all health and safety, quality and human resource policies and procedures of Original Style.

These are the main functions of the job but employees may be required to carry out other duties as may be reasonably required.

PERSON SPECIFICATION

To succeed in this role the person needs to:

- demonstrate an excellent knowledge of a 40-mile radius around the showroom;
- exhibit good timekeeping skills;
- possess a good standard of numeracy and literacy;
- be computer literate and have a basic understanding of Microsoft programmes;
- demonstrate a good understanding of, and commitment to, safe working practices;
- have a positive attitude and high energy;
- work well under pressure;
- have the ability to listen and understand information and ideas presented to them;
- maintain a smart appearance at all times.

Qualifications

- Must have a full U.K. driving licence, preferably clean.
- A minimum of three years' driving experience.
- A forklift licence is desirable.

REMUNERATION AND BENEFITS

We offer a competitive salary and benefits including a contributory pension scheme, 23 days holiday (increasing to 26 days with service) plus public holidays, staff discounts and death in service cover. In addition there is structured training and the potential for career progression within our growing dynamic company.

BACKGROUND INFORMATION ON ORIGINAL STYLE LIMITED

Please refer to the following websites: www.ostileshop.uk
www.originalstyle.com

LOCATION

Our Original Style Showroom in Durham can be found at Unit 4, St Andrews Park, Dragonville, Durham, DH1 2RH.

HOW TO APPLY

Applicants should send their CV and a covering letter (including salary expectations) to Diane Smith, Human Resources Manager, preferably by email to dsmith@originalstyle.com or by post to Original Style Limited, Falcon Road, Sowton Industrial Estate, Exeter, EX2 7LF.