



**JOB TITLE:** Storeperson

**JOB REFERENCE:** SP 02/19

**The shift pattern for this is Monday – Saturday, 8am to 4pm.**

We are looking to recruit a Full Time Store Person with excellent attitude. Galgorm Spa & Golf Resort provide a very positive working environment, where each employee is encouraged, with our full support, to plan and tailor their development and use their initiative to best serve our clients. The ideal Store Person needs to reflect our brand principles of passion, professionalism and quality.

**Main Responsibilities:**

- Stock Rotation.
- Maintaining the storage facilities to meet company standards.
- Maintaining the delivery area.
- Monitoring stock levels
- Processing paperwork in a timely manner
- Keeping area clean and tidy
- Accept every delivery that arrives into store with a delivery docket/no docket no delivery.
- Signs docket for acceptance or returns.
- Every delivery needs cleared down as he gets them on procure wizard (training will be given).
- Accountable for every docket/ file as he gets them.
- Carry out and adhoc duties as and when required.
- Lifting and organising Delivery store for each department.

**The Person**

**Applicants must:**

- Experience working within a Warehouse/Store Environment (Desirable)
- Demonstrate good organisation skills.
- Be an enthusiastic and positive, capable of building strong working relationships across the entire Resort.
- Be able to demonstrate excellent written and oral communication skills.
- Be able to work on own initiative but also as part of a team.
- Be flexible to operate in the needs of the company.

- Be able to demonstrate competence in Microsoft Office to include Word, excel outlook, power point

**Galgorm Spa & Golf Resort are an Equal Opportunities Employer**

**We reserve the right to enhance criteria to aid shortlisting and, in the event, that we receive a large number of applications only those that are shortlisted will be contacted.**

**Closing date for applications is Wednesday 13<sup>th</sup> February 2019 at 4pm.**

**To apply for this position please email your CV to [HR@galgorm.com](mailto:HR@galgorm.com)**