

# TCMM shutter group

## Job Specification

<b>Title of the position:</b>	<b>Warehouse Assistant</b>
<b>Department:</b>	<b>Warehouse &amp; Logistics</b>
<b>Reports to:</b>	<b>Warehouse &amp; Logistics Supervisor</b>
<b>Salary:</b>	<b>£17,100 rising to £18,750 after successful completion of 6 months probation</b>
<b>Hours of Work:</b>	<b>40hrs per week Mon – Fri</b>
<b>Location:</b>	<b>Harbour House, Shoreham and Quayside House, Hove.</b>

## About us

TCMM Shutter Group is one of the UK's largest shutter companies. Home to leading brands such as Shutterly Fabulous and California Shutters, we also have a partnership with John Lewis & Partners to supply and fit all of the shutters that are purchased by their customers across the UK.

Our business continues to grow at a very strong rate and this success is largely due to the excellent quality of our product and our first-class customer service.

All of our brands are rated as 'Great' or above on Trustpilot reflecting the dedication of our team of passionate, happy people working here.

We never underestimate the power of genuine, caring customer service and providing value for money that's second to none. We are also extremely proud to say that we're one of the first UK shutter companies to be accredited by The Guild of Master Craftsmen.

Learn more by visiting our websites at: [TCMM Shutter Group](#), [Shutterly Fabulous](#), [Carter & Clark](#), [California Shutters](#), [DIY Shutters](#)

## Description of role

TCMM Shutter Group are looking for a full time Semi Skilled Warehouse Assistant to join their work force.

With warehouses located in Hove and Shoreham, TCMM Shutter Group is one of the largest suppliers of plantation window shutters in the UK. Our business continues to grow at a very strong rate and our success lies with our customer service which stems from the great team of passionate people working here.

## Responsibilities:

- Unload shutter orders and sort deliveries from our multiple suppliers at both of our warehouse locations at Hove and Shoreham
- Pack & despatch items via TNT and location storage units
- Be responsible for keeping the warehouse area tidy at all times and equipment maintained and stored safely.
- Regular stock takes of sundry items and spare components will be required and you will be responsible for ensuring stock levels are maintained.

In addition to the above you may be required to undertake additional duties within the warehouse as deemed appropriate. No task will be given without suitable discussion and full training.

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Previous experience of working in a fast-paced environment is required. The nature of the majority of work is physical requiring a basic level of fitness and stamina as you will be expected to carry out heavy lifting and moving. Basic computer skills are also needed. Good attention to detail and excellent organisational skills within the warehouse are essential. We are looking for someone who is conscientious and reliable. On occasion we may require you to drive and visit our location units around the UK, so a full driving licence is essential.

This list is not exhaustive and you may be called upon to carry out other tasks and duties that may be reasonably expected within the scope of your role.

## Person Specification

### Qualifications

#### **Essential**

Basic keyboard and pc skills  
Full UK Drivers Licence

### Previous Experience

#### **Essential**

6 months working in a fast paced environment

#### **Desirable**

Experience working in a warehouse/logistics environment

### Knowledge and skills

#### **Essential**

Ability to follow safe systems of work procedures and follow site  
Health & Safety regulations

Ability to move product which may require bending, stretching,  
stooping, stepping, reaching and/or lifting, in line with Health &  
Safety regulations

#### **Desirable**

Experience in stock management

### Competencies

#### **Essential**

Honest, reliable and dedicated  
Able to work under pressure  
Good attention to detail

### Benefits:

- Competitive Basic Salary
- Pension scheme with employer contribution
- 28 days Annual Leave (inclusive of Bank Holidays), which is increased for long service employees
- Health Shield Staff Benefits
- Discounted Staff Shutters Programme
- Performance based rewards
- Opportunities for career development with an ambitious and growing company
- An exciting and bustling environment with a group of passionate people.