

## **Entry level position. Music E-commerce business.**

**Thonk Limited** is a leading retailer of modular synth DIY kits based in Brighton. Due to rapid sales growth, we are looking for several motivated individuals to join our back office team to assist with the kitting, packing and shipping of our website orders. Thonk Ltd is a **Real Living Wage** employer.

This role will give you the opportunity to join a small, dedicated team of people in a fast moving e-commerce business. Whilst this is a junior position within the company, there will be opportunities to learn other aspects of e-commerce and expand your knowledge and skills. In addition, there will be opportunities to attend trade fairs and exhibitions with other members of the team.

### **Successful candidates will:**

- Work quickly and accurately
- Be confident with IT and have basic typing skills
- Work effectively under pressure
- Demonstrate good attention to detail
- Communicate effectively with colleagues and customers
- Be comfortable working independently and as part of a team

### **Requirements:**

- We favour candidates with GCSE or equivalent of C or above in Maths and English but consider each application on its own merit.
- You must be punctual and have a good attendance record.
- UK resident available to work in-house and full time in our Brighton office.

Duties will include picking and packing orders, updating the orders status on the Thonk website and managing stock. You will also be responsible for receiving and preparing deliveries, keeping goods in order and tidying within the office; therefore an ability to perform manual tasks is required, lifting heavy boxes and sacks.

Full training will be given so no direct experience needed, however, you must have a willingness to learn.

This role is full time for 37.5 hours per week, Monday to Friday and is based in our Central Brighton office which is only a 6 minute walk from Brighton train station. Initially this job is a six month full-time salaried contract (6 week probation period).

## How to apply:

If you are interested in this position, download the application form here:

**Application form** ([PDF](#)) ([MS Word](#))

Should you then wish to apply for the job, please complete the application form and also write a short covering letter which tells us a little bit about yourself, a short explanation of why you are interested in this role and why you think you would be a good match for our company.

**Please do not send a CV**, all information should be entered in the application form and covering letter.

Send your completed application form and covering letter to [jobs@thonk.co.uk](mailto:jobs@thonk.co.uk)

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Applications will remain open during 2021 and interviews will be arranged on a continuous basis. Initial interviews will be conducted by video call.

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**PLEASE SEE NEXT PAGE FOR JOB DESCRIPTION  
AND PERSON SPECIFICATION**

## Job description

<b>Job Title</b>	<b>Order Shipping Assistant</b>
<b>Main purposes of job</b>	<ol style="list-style-type: none"><li>1. Shipping all outgoing orders to customers</li><li>2. Preparing DIY Kits</li><li>3. Preparing incoming materials for sale</li><li>4. Carrying large boxes and mail bags within the Think office and building</li><li>5. Tracking stock and keeping stock well organised</li><li>6. Keeping workplace clean and tidy</li></ol>
<b>Key results / objectives</b>	<ol style="list-style-type: none"><li>1. To ensure that all orders are shipped accurately and promptly</li><li>2. To organise workplace so that orders can be fulfilled quickly</li><li>3. To maintain an organised working environment to maximise productivity; especially during busy periods</li></ol>
<b>Location</b>	This job is in our Brighton office (BN1). Opportunities to attend trade fairs in the UK.
<b>Salary</b>	Salary from £18,650 pa depending on experience. We are a <a href="#">Real Living Wage</a> employer with a commitment to annual payrises.
<b>Attendance</b>	Full Time - Remote work and flexi-time are not an option with this position.
<b>Hours of work</b>	Monday to Friday: 9am - 5.30pm with one hour for lunch. There will be paid overtime opportunities during seasonal busy periods.  20 days annual leave pro-rata
<b>Reporting to:</b>	Fulfillment Manager or Kitting Manager

## Person Specification

Criteria	Essential	Advantageous
<b>Qualifications</b>	English and Maths - GCSE 'C' grade or equivalent.	
<b>Skills/competencies</b>	Confident with IT and basic typing skills	Experience with Microsoft Office or Google Docs. Mac OSX.
<b>Interests</b>		Knowledge of synthesisers and music production technology.
<b>Previous experience</b>		Experience with Royal Mail OBA, ShipStation, WooCommerce or any other ecommerce fulfillment experience is highly desirable.
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Punctual and well organised</li> <li>• Proactive attitude</li> <li>• Hard-working</li> <li>• Takes pride in accuracy</li> <li>• Able to concentrate for long periods</li> <li>• Enjoys problem-solving</li> <li>• Work well under pressure</li> </ul>	