



WAREHOUSE DISTRIBUTION MANAGER

Location Southfields, London SW18

Hours of Work 37.5 hours per week

Cult Beauty is the insider's guide to the world's best beauty buys. Backed by advice from an esteemed panel of beauty experts, www.cultbeauty.co.uk is the savviest, most authoritative beauty guide online. Our mission is to demystify the beauty industry, combining consumer trials with the vast knowledge of our expert panel to filter out the bladders and braggers from the gems that do what they say on the tin. The result is a beauty hall of fame you can shop.

Cult Beauty is seeking an experienced Warehouse and Distribution Manager, for our small but growing warehouse. This is a great opportunity for an ambitious and innovative individual to be involved in the development of a successful and growing team.

Reporting to the Chief Operating Officer, your key responsibilities will include managing the stock receipt and despatch functions, ensuring an excellent service is delivered to our customers around the world. Additionally, you will be expected to play an important part in improving and optimising our internal systems and procedures.

Responsibilities:

- Responsibility for the receiving processes, product storage and stock control, and the pick/pack functions within the warehouse
- Ensuring inbound products and outbound orders are processed accurately, securely and within agreed service levels
- Working with Customer Service to manage of customer returns processes
- The implementation and monitoring of best practice in customer returns and RTV for consignment stock
- The planning, organisation and management of audited stock checking with the Purchasing & Merchandising Manager
- The management, motivation and organisation of a small but growing team, ensuring they are trained to a standard that enables agreed service levels to be met
- Ensuring the maximum accuracy and security of company's electronic data
- Assisting in the development of systems and processes used within the Distribution area including key performance indicators
- Ensuring accuracy and efficiency of shipping and packaging invoicing from third party vendors. Management of packaging re-ordering.

Essential Skills & Requirements

- Minimum 2 yrs previous distribution experience within a Multi-SKU pick/pack environment.
- Cosmetics and Beauty products industry experience an advantage but not essential
- Excellent communication skills and ability to develop working relationships
- Numerate and articulate, with an excellent eye for detail
- Competent with the Microsoft software package
- Ability to cope well with the demands of a rapidly growing company.
- Proven ability to work to stringent deadlines.
- Pro-active and able to show initiative/ideas to constantly improve processes
- Good team player and willing to be flexible.
- Excellent work and customer care ethos.