



Latest Jobs & Apprenticeships

Tuesday 2nd July 2019

Furniture Fitter/Handyman

Summary:

A rapidly growing and award-winning office furniture remanufacturing, is seeking Furniture Refurbisher Handyman to work in their workshop and at client sites. Your principal duties will be refurbishing high quality used furniture to as-new condition and installing furniture at client sites. The role can be labour intensive, particularly when loading and unloading trucks/vans and performing office installations at client sites. Although our processes use lifting aids you will need to be comfortable lifting up to 15 kg repeatedly. To be chosen for this role, you will be reliable and hardworking, with a flexible can-do attitude. And share our interest in recycling and reducing waste.

Job Duties and Responsibilities:

- Remanufacturing office furniture. This could include:
 - Resizing furniture, including cutting and finishing desk and table frames
 - Basic upholstery of modern office furniture
 - Resurfacing table frames and chair legs
 - Repairing and renovating pedestals, chairs and cabinets
- Installing furniture at client premises. This includes:
 - Loading and unloading furniture
 - Furniture installation at client premises
- Driving one of our Luton Vans to collect and deliver furniture.
 - Packing the van securely, minimising the movement of stock to avoid scratching or damage
 - Driving safely with a loaded van and arriving at your destination with the furniture looking 'as new' as when you loaded the van
- Managing inventory including:
 - storing inventory in accordance to our warehouse methodology
 - preparing orders for delivery, including palletising
 - record management of all inventory
 - using a pallet stacker to store and relocate inventory
- Keeping the workshop, a clean and enjoyable place to work.

Job code: **BW111**

Location: Park Royal

Contract hours: Monday-Friday
(Includes occasional weekends)

Salary: £20,572 to £22,000

Closing date: 6th July 2019

How to apply:

Please email a targeted CV & registration form to brent.works@brent.gov.uk or alternatively, apply on www.brent.gov.uk/brentworksjobs

Skills and Experience:

- Enjoy doing DIY projects and working with their hands
- Be passionate about producing high quality work
- Focus on the details – attention to detail is vital for our reputation
- Be able to lift items up to 15kg, comfortably
- Experience and, ideally, trained in a related trade (e.g. carpentry, joining, fitting, furniture installation, plumbing, upholstering, painting)
- Willing and able to learn to use specialised tools, equipment and techniques.

Desirable (but not essential):

- Background in office furniture fitting
- Previous experience in furniture repair, cleaning or building trades
- Experienced driving a Luton van or truck, to help with driving the van to client site for installations or picking up goods from other sites.

Essential:

- Eligible to work in the UK
- A safe driver in possession of a full UK Drivers' Licence with limited penalty points
- Over 25 years of age for vehicle insurance purposes.

Upholsterer

Summary:

A rapidly growing and award-winning office furniture remanufacturing company based in west London, is seeking a full-time permanent experienced Upholsterer to work in our workshop. Your principal duties will be reupholstering high quality used modern office furniture to as-new condition, and upholstering soft furniture. This role offers plenty of variety because we reupholster most high end brands soft and task seating. For example, Orangebox, Herman Miller, Vitra. We have a great team of talented staff who are very good at their jobs who respect and support each other; you will become part of this supportive system. To be chosen for this role, you will be reliable and hardworking, with a flexible can-do attitude. And share our interest in recycling and reducing waste.

Job Duties and Responsibilities:

- Working in our dedicated upholstery studio, your key responsibilities will include:
- We are looking for an energetic, hand-on person with good attention to detail.
- Reupholstering
- Cutting, sewing and fitting
- Refoaming
- Keeping track of fabric and tool inventory
- Ensuring all reupholstering is completed ahead of in time in readiness for office installs
- On occasion, you may also attend client sites to assist with office installations.

Skills and Experience:

- Experience and trained in upholstering essential
- Be passionate about producing high quality work
- Be known for getting things done – and doing them properly
- Focus on the details – attention to detail is vital for our reputation
- Be a practical problem-solver
- Be well-presented and polite and considerate of others
- Eligible to work in the UK essential
- Can demonstrate in-depth knowledge of upholstering
- Previous experience in upholstering office furniture desirable

If you are an experienced driver and would like to assist with driving our Luton van, there will be opportunity to drive to client sites for installations or picking up goods from other sites

Job code:

BW110

Location:

Park Royal

Contract hours:

Monday-Friday
(Includes occasional weekends)

Salary:

£22,000 - £28,000 p/a
depending on experience

Closing date:

15th July 2019

How to apply:

Please email a targeted CV & registration form to brent.works@brent.gov.uk or alternatively, apply on www.brent.gov.uk/brentworksjobs

Sales Executive

Summary:

A manufacturer and distributor of clothing for the Workwear, Leisurewear, and Promotional industries. We require a Sales Executive to work in our sales department to promote/sell the brand of clothing to clients in a B to B environment. Previous experience in a similar sales role is essential, although training will be provided to the right candidate.

Job Duties and Responsibilities:

- Generate and qualify leads
- Source and develop client referrals
- Prepare sales action plans and strategies
- Schedule sales activity
- Develop and maintain a customer database
- Make sales calls to new and existing clients
- Negotiate with clients
- Develop sales proposals
- Maintain sales activity records and prepare sales reports
- Respond to sales inquiries and concerns by phone, electronically or in person
- Ensure customer service satisfaction and good client relationships
- Follow up on sales activity
- Monitor and report on sales activities and follow up for management
- Monitor competitors, market conditions and product development.

Skills and Experience:

- Knowledge of principles and practices of sales
- Knowledge of customer service principles
- Knowledge of basic business principles
- Experience in sales
- Proven ability to achieve sales targets
- Planning and strategizing
- Persuasiveness
- Verbal and written communication
- Negotiation skills
- Resilience, tenacity and Goal driven.

Job code: **BW893**

Location: Neasden

Contract hours: Monday-Friday
(9am – 5.30pm)

Salary: 25k per annum (circa)
basic + commission

Closing date: 7th July 2019

How to apply:

Please email a targeted CV & registration form to brent.works@brent.gov.uk or alternatively, apply on www.brent.gov.uk/brentworksjobs

Accounts Administrator

Summary:

A national drinks distributor is seeking a highly organised and proficient administrator to work with their Accounts team. You will be involved in all areas accounts work and primarily focus on processing new customer accounts and help support the accounts department communicating effectively with customers and other departments in the business.

This is a part-time role of 27.5 hours per week that would suit a competent administrator with experience of working in an accounts department. You will join an experienced and welcoming accounts team focused on providing an excellent service to customers and the business as a whole.

Job Duties and Responsibilities:

- Process new customer account openings
- Liaise with customers, suppliers & the wider team to achieve objectives
- Emailing statements
- Providing direct debit advice
- Obtaining customer references
- Book-keeping tasks as directed, such as processing income
- Office administrative support.

Skills and Experience:

- Administration experience in a busy high volume environment
- Ability to work with speed and accuracy
- Previous accounts office experience
- Excellent communication and interpersonal skills with attention to detail
- A self-starter who is proactive and can set and achieve goals
- Organisational skills with the ability to manage and prioritise own workload to meet deadlines.
- Living in the Borough of Brent is essential.

Job code: **BW894**

Location: Park Royal

Contract hours: Monday-Friday
9am – 2.30pm
(part time 27.5 hours' p/w)

Salary: £14,667.00 p/a

Closing date: 5th July 2019

How to apply:

Please email a targeted CV & registration form to brent.works@brent.gov.uk or alternatively, apply on www.brent.gov.uk/brentworksjobs

Inbound Customer Service **Advisor**

Summary:

Clothing Distributor requires Customer Service Advisor to work in a small team dedicated to providing excellent customer service. The applicant must be computer literate with familiarity of Microsoft Office and have good communication skills.

Job Duties and Responsibilities:

- Answering incoming calls
- Handling enquiries
- Offering customers products and services
- Performing administrative functions
- Updating client accounts
- Processing customer correspondence/orders.

Skills and Experience:

- Applicants will need to have a Minimum of 5 GCSES Grade C or above. However, we will consider exceptional candidates without the required qualifications.
- Computer literate
- Handling customer queries
- Providing excellent customer service
- Oral and written communication
- Professional and flexible
- Ability to work in a pressurised environment and manage stress
- Resolving problems
- Driven and positive
- Ability to manage multiple tasks
- Ability to Meeting targets
- Administration and organisational skills
- Sales oriented
- The applicant must be computer literate with familiarity of Microsoft Office and have good communication skills.

Job code: **BW895**

Location: Park Royal

Contract hours: Monday-Friday
9am – 5.30pm

Salary: £21,000 per annum

Closing date: 14th July 2019

How to apply:

Please email a targeted CV & registration form to brent.works@brent.gov.uk or alternatively, apply on www.brent.gov.uk/brentworksjobs

Retail Store Supervisor

Summary:

A great opportunity to work in the vibrant London Designer Outlet, for a global leader in the performance and lifestyle footwear industry. As a Sales Assistant you will be at the front line in delivering an excellent in store experience, you will have a strong sense of presence on the shop floor and the ability to communicate confidently with customers.

Job Duties and Responsibilities:

- Assisting the management team in exceeding the profitability expectations for the store in sales
- Assisting the management team in exceeding all KPI targets
- Ensuring that an excellent level of customer service is a priority at all times by executing and achieving the Customer Experience consistently by providing a friendly environment including greeting and acknowledgement on entrance into the store
- Maintain all visual merchandising standards, directives, promotions, and overall cleanliness and organisation of the sales floor and stockroom
- Maintain high communication levels with every team member including coaching on a regular basis
- Maintaining solid product knowledge
- Achieving individual sales targets
- Demonstrating ability to work successfully in a team with all company employees
- Opening and closing store when required.
- You will be visibly adhering to the rules and guidelines as expressed in the company hand book, and ensuring your team does the same.
- You will embody a Brand ambassador, consistently presenting a positive attitude toward the merchandise and the company
- Organise and or participate in store meetings, stock takes and other related functions
- Assuming and completing other duties as assigned by management from time to time
- Working any additional hours as to the requirements of the job.

Skills and Experience:

- At least 1-year Leadership or Supervisory experience
- Excellent communication, interpersonal and coaching skills
- Must have the ability to motivate a team to achieve and exceed sales targets
- Knowledge of and passion for the luxury retail and the fashion industry.
- Must be commercially aware with sales focus to help maximize conversion and cross selling
- Must be able to multi-task with solid organizational and time-management skills.
- Ability to work a flexible schedule to meet the needs of the business may require weekends and evening shifts. Overnights may be required.

Job code: **BW924**

Location: Wembley Park

Contract hours: Full Time (rota basis
Including evenings &
Weekends)

Salary: Competitive

Number of Vacancies: 2

Closing date: 30th July 2019

How to apply:

Please email a targeted CV & registration form to brent.works@brent.gov.uk or alternatively, apply on www.brent.gov.uk/brentworksjobs

Retail Store Assistant Manager

Summary:

A great opportunity to work in the vibrant London Designer Outlet, for a trendy and high end retailer. As a Supervisor you will support the management team in ensuring that all sales targets and operational needs are met. You will be the key link between the business and its staff to ensure they are adequately trained and supported to deliver the perfect customer experience day after day.

Job Duties and Responsibilities:

- Assisting the store manager in exceeding the profitability expectations for the store in sales.
- Assisting the store manager in exceeding all KPI targets.
- Ensuring that an excellent level of customer service is a priority at all times by executing and achieving the Customer Experience consistently by providing a friendly environment including greeting and acknowledgement on entrance into the store.
- Maintain all visual merchandising standards, directives, promotions, and overall cleanliness and organisation of the sales floor and stockroom.
- Maintain high communication levels with every team member including coaching on a regular basis
- Maintaining solid product knowledge
- Achieving individual sales targets
- Demonstrating ability to work successfully in a team with all company employees
- Opening and closing store when required.
- You will be visibly adhering to the rules and guidelines as expressed in the company hand book, and ensuring your team does the same.
- You will embody a Brand ambassador, consistently presenting a positive attitude toward the merchandise and the company
- Organise and or participate in store meetings, stock takes and other related functions
- Assuming and completing other duties as assigned by management from time to time
- Working any additional hours as to the requirements of the job.

Job code: **BW922**

Location: Wembley Park

Contract hours: Full time
(rota basis including
Evenings & weekends

Salary: Competitive

Number of roles: 2

Closing date: 30th July 2019

How to apply:

Please email a targeted CV & registration form to brent.works@brent.gov.uk or alternatively, apply on www.brent.gov.uk/brentworksjobs

Skills and Experience:

- At least 2-year Management or Supervisory experience
- Must be confident in running the store in the absence of the store manager
- Excellent communication, interpersonal and coaching skills
- Must have the ability to motivate a team to achieve and exceed sales targets
- Knowledge of and passion for the luxury retail and the fashion industry.
- Must be commercially aware with sales focus to help maximize conversion and cross selling
- Must be able to multi-task with solid organizational and time-management skills.
- Ability to work a flexible schedule to meet the needs of the business may require weekends and evening shifts. Overnights may be required.