



Returns Assistant/Operative

Are you technically minded with great IT skills? Do you have a methodical and systematic approach to problem solving and following processes? If this sounds like you, then we would love to hear from you!

Monster Group (UK) Ltd is a thriving online retailer offering a diverse range of high quality and great value products to an international market. We are looking for a Returns Assistant to support our fast-growing and dynamic team. Reporting to our Warehouse Manager you will primarily deal with customer and courier returns which will involve inspecting packaging and products, processing returns on our bespoke ordering system, listing refurbished and damaged items on various marketplaces and other order/product administration.

Daily Tasks:

- Process incoming returns from couriers and customers.
- Maintain system for second/damaged stock including listing these items for sale on various marketplaces.
- Control inventory for stock missing parts.
- Ensure stock is stored, handled and transported securely and in line with company procedures and health and safety guidelines.
- Help to ensure the workplace and warehouse environment is maintained to a high standard of cleanliness and tidiness at all times.

Key Skills required:

- Computer literate to a high standard, with great Microsoft Office skills.
- Amazing communication skills.
- A positive and forward thinking approach.
- Repairs/technical knowledge would be advantageous.
- Team work as well as initiative to work on your own.

Working hours: Full time, Monday to Friday 9.00am to 5.30pm (37.5hrs per week with 1 hour for lunch).

You will be based at our modern offices near Sheriff Hutton (YO60) therefore it is essential that you have your own transport.

Salary is dependent upon experience and attributes. We pride ourselves on creating an exciting working environment that's fun and full of laughter, where people can strive to be their best, and embrace our values; Empowerment, Forward Thinking, Respect and Fun. We also offer a generous holiday allowance of 25 days plus Bank Holidays! If you would like to be considered for this position, please email your CV.

Address: Monster House, Alan Farnaby Way, Sheriff Hutton Industrial Estate, Sheriff Hutton, York, YO60 6PG

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