

# McMullin & co.

## Warehouse Assistant

McMullin & co. is our growing furniture, homewares and design studio founded on the simple principle of balancing modern simplicity and uncompromising detail. Since founding McMullin & co. in 2017 with a limited selection of curated pieces, Alice (Founder and Creative Director) attests to moving away from the mass produced to focus on each piece individually. Each piece is personally curated or designed in a pursuit of detail, simplicity, and lasting quality.

We are hiring a Full-Time Warehouse Assistant at our Marrickville studio. Ideally, we would love someone with experience in a retail-based company.

You will primarily be responsible for assisting our warehouse manager by pick and packing orders, organising product and moving inventory across our warehouse. As part of a small team, you will be people-orientated and adaptable, with a can-do attitude and the ability to take initiative.

### Duties & responsibilities

- Pick and packing orders for customers
- Assist with unpacking stock from trucks and containers
- Sort, organize and store inventory in the proper location
- Package items and label correctly
- Report damaged or missing inventory to supervisors
- Complete regular stocktake checks
- Ensure workspace is free of debris and remove safety hazards from aisles
- Work as an active team member to complete team goals

### Skills & experience

- High school degree or equivalent
- Physically able to stand, sit, move, squat and walk during the shift
- Physically able to lift 20kg or more
- Excellent verbal and written communication skills
- Able to work in a fast-paced environment
- Familiarity with Neto inventory software would be preferred but not essential
- Able to work independently
- Pays attention to detail and monitors the quality of inventory
- Highly organized and able to store items efficiently

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Come work with us and *join the team.*