



Professional Bookshops

Professional Bookshops is a dynamic and growing online retailer of non-fiction reference books with over 28,000 customers around the UK and Europe. You will be joining our small team of three people working from our offices in the centre of Devizes so you will need to have a “can do” attitude and a real passion for doing things properly.

Position Buying / Dispatch Manager (Part-Time)

Details Flexible working hours (typically 2-3 hours per day but more seasonally)
£8-12 per hour negotiable

The Role

Buying Placing purchase orders (POs) with existing suppliers
Maintenance of pre-set stock levels
Chasing overdue POs and keeping customers informed via email

Goods-In Logging deliveries into stock
Resolving discrepancies / shortages with suppliers
Recycling packaging

Goods Out Pick and Pack daily orders
Dispatch orders via Royal Mail (OBA) & Courier

Stock Control Preparing monthly stock report for Accounts Department
Management of returns to suppliers
Maintaining pre-set stock levels of packaging / printing materials

Key Skills Good IT skills - MS Outlook, Word, Excel and Web Browsers
Good written English
Good maths skills
Well spoken
Physically fit enough to lift / move boxes up to 20KG

Attributes Calm under pressure (we have daily deadlines for dispatch)
Attention to detail (getting dispatch right first time & controlling costs)
Customer orientated (happy to talk to customers / suppliers on the phone)
Prepared to take control of process (full training & ongoing support available)

Please email your current CV to customerservice@professionalbooks.co.uk in the first instance – we will then contact you for a short telephone interview before inviting you to a formal face-to-face interview if successful.

If you require further information about the role or the company before making your application, please feel free to call us on 01380 820003 and speak to James.

NO AGENCIES PLEASE

Professional Bookshops Limited

www.professionalbooks.co.uk

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