

## VACANCY

### Part Time Product Reviewer

**Department:** Warehouse, Lakeside

**Reports to:** Multi-Site Manager

**Direct Reports:** None

**Designation:** Permanent - Non Post Holder (6)

**Salary:** £7.75 per hour

**Benefits / Equipment:** 21 days holiday plus 7 Bank Holidays  
Access to Newlife Pension Scheme  
Staff discount from 12 weeks  
Access to Childcare Voucher Scheme  
Health Cash Plan at level 1 upon completion of probationary period  
Lanyard

**Hours:** 12 hours per week – Monday, Tuesday and Thursday 12.45pm – 4:45pm (with overtime during busy periods)

#### **About Newlife:**

Newlife's mission is to save and the change the lives of disabled and terminally ill children, across the UK.

We have over 25years of success and we continue to help these children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Funding child health research
- Taking action to campaign for change
- Operating a 'training into work' opportunity for disabled adults
- Protecting the environment

You can find out more about Newlife the Charity for Disabled Children by visiting our website:  
[www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

This position based at our Lakeside site (Bridgtown, Cannock), has the responsibility for providing a Returns Management Procedure (RMP) for donor companies by logging information about customer returns in to tailor made Microsoft Access databases.

All data is reported back to donor companies and therefore this post requires accurate data input as well as the ability to work to targets to ensure stock is processed in a timely manner.

The role will also involve where required testing of donated stock and '1st line' sorting of products against specific criteria. Therefore applicants must be able to closely and accurately review a wide variety of products, achieve accurate testing, enter key information accurately and speedily into a database via keyboard or scanning and perform accurate review and sorting tasks. Full training will be given.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

### **Essential Requirements:**

- Good numeracy and literacy skills
- Fast and accurate keyboard skills
- Prior experience of Database inputting
- Good decision making skills
- Ability to work quickly and efficiently to targets
- Ability to work as part of a team and demonstrate good working relationships with management and team
- Ability to use initiative
- An eye for detail
- Ability to stand for long periods of time
- Ability to carry out lifting in line with Manual handling training
- Ability to move boxes, crates and equipment in line with Health and Safety training
- Flexibility and willingness to work additional hours as required

### **Desirable Requirements:**

- Previous data entry experience
- Previous warehouse experience
- Previous experience of working in retail in either a fashion or a homeware environment

### **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Handling a wide range of products including fashion items, accessories, electrical and homewares
- Handling these products from their packaging into appropriate containers
- Initial sorting of products which will affect their forward usage including ensuring all garments and items are properly checked for faults and appropriate fault code logged
- Lifting and examining the products and accurately and quickly recording key information using a keyboard and computer on to databases, in line with donor specifications.
- Testing products, where required, using the relevant tools/equipment
- Liaise with the Site Manager and/or Product Review Assistant regarding stock identified as recall or none customer returns
- Log and report stores not complying with appropriate fault tag procedure or incorrect labelling of boxes
- Identify goods not suitable for re-sale where training has been provided and separate from saleable goods.
- Identifying stock 'on hold' for donors to view and boxing up separately accordingly.

### **Additional Responsibilities / Expectations:**

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

### **Notes:**

All offers of employment will be made subject to satisfactory references being received.  
All Newlife roles are subject to a 6 months probationary period.

### **Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.

- Leading in our field - to make things better
- People at our heart-every day

**Interested?** Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what the current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:** Submit a Newlife application Form which is available from our website or by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, via email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or via the post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

