



VICTORIA CARPETS® Distinctive™ Universal

Planning and Operations Support - Kidderminster

Victoria Carpets is a well established Kidderminster firm who due to expansion are looking for a pro-active and positive individual, to join our planning team and help undertake the following tasks:

- Booking in stock to ensure demands are met
- Creating & delivering weekly reports and spreadsheets on time
- Ensuring stock files are up to date and accurate
- Monitoring and planning of merchandise operations and liaising with internal and external parties to ensure requirements are met
- Use of Navision and other Office Systems to process orders
- Any reasonable tasks or activities to ensure job purpose is delivered

The ideal candidate must be able to demonstrate:

- Data analysis
- Problem solving
- Effective and professional communication skills
- Organisation
- Flexibility and the ability to multi-task
- Teamwork

No qualifications required, however the use of Microsoft packages (Outlook, Excel, Word etc) is essential. Knowledge of the flooring industry and products is preferred, however training will be given to the right candidate.

Applicants should send a CV and a covering letter to
Peter Mills at peter.mills@myvictoria.co.uk