

Office Assistant

Proportion - Highams Park, London, E4 9JG

Summary

Role Number: PL1909

Weekly Hours: 37.5

Salary: 18K

Contract type: Permanent

APPLY

Proportion London is a global visual merchandising services company, designing and manufacturing high-quality, innovative display solutions for leading high-end and high street brands.

At Proportion, new ideas have a way of becoming extraordinary products very quickly. Bring passion and dedication to your role and there's no telling what you could accomplish.

We believe the people here at Proportion don't just build products—they create the kind of wonder that's revolutionized the visual merchandising industry. It's the diversity of those people and their ideas that encourages the innovation that runs through everything we create.

Responsibilities

- Obtain shipping quotes for specific orders, ensuring a log is kept of prices for future reference.
- Produce relevant shipping documentation e.g. packing list, commercial invoices etc.
- Apply for extra shipping documents required for successful customs clearance.
- Oversee the collection/loading of shipments for despatch.
- Handle any issues that may arise in customs.
- Receive deliveries/goods IN and update the production plan on PIP accordingly.
- Cover the Logistics Co-Ordinator's duties when they are absent.
- Ensure the company vehicle remains legal e.g. up-to-date insurance, services, MOTs and etc.

Purchasing

- Check all purchasing payments on the Operations Manager's credit card statement, ensuring they are correct, and receipts are provided for the Operations Manager to sign off.
- Check supplier invoices against original purchase orders, ensuring they match, then pass to the Operations Manager for sign off.
- Ad-hoc duties required for the need of the business.

Experience

Essential: Working within an office / admin environment | Desired: Working in a similar industry

Equal Opportunities

At Proportion, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products and our community. Proportion is proud to be an equal opportunity workplace, committed to equal employment opportunity.

Application Process

If this job role sounds right for you, please submit your CV via the 'Apply' button at the top of the page, or email your CV to our HR Manager at: melissa.cawston@proportion.london