

DC Furniture Deluxer

Elite International Recruitment

DC

FURNITURE DELUXER

JOB

PROFILE:

Responsible

for the opening, inspecting and deluxing of 'Direct to Customer' furniture.

Responsible for unloading newly received furniture, inventory control, opening and removing all packaging materials, inspecting for quality assurance and repairing any minor dents, dings or scratches and light furniture assembly.

Key Performance Areas to include but not limited to:

1. Responsible

for the quality assurance of all furniture including packing, unpacking repairing and storing.

Ensure box and contents have no obvious damage. Responsible for removing contents from packaging and assembling where necessary. Verify all necessary parts are present and notify supervisor of any problems for corrective actions. Inspect furniture and mark any blemishes, defects, scratches, dents or dings with tape. Carry out repairs to furniture with marked minor blemishes. Relocate furniture to the "Ready Bay" in stop order to be loaded into straight truck.

2. Use

documentation to verify orders and contents

Using provided paperwork, remove scheduled furniture from aisle locations and put into "prep" bays according to stop order. Verify contents by ensuring manufacturer carton label matches delivery documents. Verify paperwork for accuracy and communicate with supervisor.

3. Observe

and adhere to all Company and brand policies, procedures and guidelines.

Perform end of the day clean up, i.e.

put away tools, dispose of tools, ensure work area is clean, tidy and in line with health safety and brand guidelines and secure work station.

4. Create

and maintain internal and external relationships

Work harmoniously and cooperatively with others.

EXPERIENCE

Previous

experience with furniture or household goods

SKILLS

Very detailed orientated Ability to work in a high paced environment without sacrificing quality Customer focus is a must.

JOB SPECIFIC COMPETENCIES

Customer

Understanding Thoroughness

Attention to Detail

Interested
applicant should send their CV to : Icha@eliteintlrecruit.com

(BEFORE 20 July 2010)

For further info please contact:

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