

HERALD TRADE SERVICES

TEL: 01789 412809 • Email: nboff@stratford-herald.co.uk

Robin Abercrombie
handyman

Need a job doing?

- Painting & Decorating • Carpentry
- General Gardening • Tiling
- Tree Pruning • Landscaping • Paving
- Home & Garden Maintenance

Call now for a **FREE** QUOTATION
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No job too small

Loxley Building & Maintenance

From an Extension to a Garden Wall
Specialising in Plastering & Traditional Lime Methods

Call Paul
01789 840528 • 07979 866200
loxleybm@sky.com

OAKLEAF LANDSCAPES

We carry out all types of garden work such as shed bases, all ground work, tree surgery, hedge trimming, fencing, decorative gravel paths and patios and garden clearance.

Please call us on 01386 247167 or 07956 080160

CHARTEL LTD
TV Aerial and Satellite Installations

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CM PLANT HIRE / GROUNDWORKS & LANDSCAPING

All types of footings, drainage, driveways, landscaping, fencing, decking, patio paving, mini digger hire available
Prompt, reliable service

For a free quote contact **Chris Meek**
Tel: 01789 266223 Mobile: 07974570879
Email: diggermeek@hotmail.com

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Fully insured / No job too small

M.J. LANE Carpenter

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@mjlane46@gmail.com

B M BUILDING & ROOFING

FELT ROOFING / EPDM RUBBER SPECIALISTS
UPVC FASCIAS, SOFFITS, GUTTERING AND CLADDING

All General Property Maintenance
Complete Roof Maintenance to include slipped/broken tiles and slates, repointing of ridge tiles/valleys/verges, chimney work.
Free inspection. Free estimates.

Tel: 01789 550556 – 07786 583186

Calmer Gardens

- Mowing
- Planting
- Turfing
- Hedgees
- Jet Washing
- Irrigation
- Garden Clearance
- Gravel
- Garden Design
- Digger/Dumper work

Regular Service or one offs
Free quotations available
Call Matt on 07548 859766 / 07543 221526
Email: CalmerGardens1@outlook.com

CHRIS GREEN
PLUMBING AND HEATING
YOUR LOCAL STRATFORD PLUMBER

Thirty-five years' experience.
Also Gas Work undertaken and Heating Systems Mechanically Flushed.

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Ian Southam Glazing
(40 years trade experience)

- PVCu windows and doors
- Composite doors in a range of designs & colours
- Bi-fold doors & lantern roof lights
- Replacement double glazed units fitted
- Secondary glazing - general glazing undertaken

Tel: 01789 552702 Mobile: 07970 517956
e-mail: i.southam@sky.com

Free no obligation quotes from a local company you can trust.

BOUTIQUE MARQUEES

SUMMER WORK

- Various Roles for Luxury Marquee hire company.
- Crew Members.
- Immediate start
- Crew needed for luxury marquee company on outskirts of Stratford upon Avon
- Hours vary but typically Mon – Thurs, 6am – 6pm
- Competitive hourly pay.
- Physical work building marquees so must be fit & strong, enjoy being outdoors and working as part of a team.
- Suit university student on summer break.

WAREHOUSE MANAGER

Immediate start

- General day to day management of warehouse, must be fork-lift trained operator.
- Hours expected from 6:00am to 3:30pm daily on-site on outskirts of Stratford upon Avon
- Preparation of equipment, loading trailers and vehicles for next day jobs, and unloading, booking in returning goods.
- On-going maintenance and management of products.
- Ability to work with and train warehouse operative.
- Competitive hourly pay.

WAREHOUSE OPERATIVE

Immediate start

- General day to day duties in warehouse, lifting, loading, moving equipment.
- Hours expected from 6:00am to 3:30pm daily on-site on outskirts of Stratford upon Avon
- Preparation of equipment, loading trailers and vehicles for next day jobs, and unloading.
- On-going maintenance and management of products.
- Competitive hourly pay.

Call 0333 772 1068
or email hello@boutiquemarquees.co.uk

Employment

General Vacancies



Who we are:

We are a leading furniture supplier to wholesale and high street retailers. Established in 2003, our company has continually grown stronger both financially and professionally. We currently ship over 1,750 containers of furniture annually to the UK, Europe, and Dubai. Our team comprises 30 employees, with offices located in Vietnam, Brazil, and Malaysia, and our central hub based in the UK.

We are hiring

OPERATIONS ADMINISTRATOR

What you'll be doing- overview of the role:

- To provide comprehensive account support to the operations / accounts teams, ensuring that tasks are undertaken accurately and to company timescales to drive overall performance in the business unit.
- Oversee allocated Customer's accounts and build relationships
- Customer visits / meetings
- Orders - processing all orders-related paperwork.
- Handling customers requests.
- Utilise and upload data to Customer systems/database ie GXS, Extranet.
- Collating data from all relevant teams to update and manage customer schedules/critical paths and feeding back as appropriate to the customer/team.
- Monitoring quantities of components.
- Ordering labels for specific customers.
- Collating debit notifications of reworks and return information.
- Build your own customer relationship with Occasional travel to meet.
- Effectively support the Accounts team
- Keeping office tidy
- Attend weekly progress meetings with the product development team for your customers.

What you'll need to know:

- Computer literate
- Systems knowledge especially SAP, Excel & MS Office
- Analytical & Numerical skills
- Written and verbal communication skills
- Knowledge of business principles and core objectives
- Excellent admin and organisational ability
- Interest in commercial issues

What you'll need to show:

- Strong team working skills- Help and support other colleagues where required.
- Identifies and uses all available resource to deliver success
- Accuracy and attention to detail process and systems
- Positive approach to building relationships with suppliers, customers, and team with a will to deliver great service
- Proactive approach, suggests ideas to improve our way of doing things
- Takes every opportunity to communicate relevant information in a clear manner
- Manages ambiguity and adapts to changing priorities effectively
- Open to change, flexible, seeking to drive out inefficiencies, Implements improvements successfully in their role
- Ensures that reports are accurate and timely and enables others to make decisions easily
- Have an understanding of the product lifecycle
- Passionate about furniture and customer service
- Keen to meet individual and company targets and working on and meeting deadlines
- Ability to work under pressure and in a highly fast paced environment
- Demonstrates managing workload efficiently

What we offer:

- An opportunity to make a difference in the supply chain of the furniture industry.
- A fast-paced, creative and fun office environment.

Please send your application and CV to koulla@mobler-furniture.com

Visit The
STRATFORD HERALD
Website

www.stratford-herald.com