



Logistics Assistant

Reporting overall to: Susan Deliss and on a day to day basis to the Logistics and Studio Managers.

The Logistics Assistant plays a key role in supporting the day-to-day business operations across logistics, order fulfilment, inventory management and sampling. This is a hands-on role requiring exceptional organisation, attention to detail and the ability to multitask in a fast-paced environment. The successful candidate will be based in our warehouse in Pall Mall Deposit, London W10. Although this job involves fabric and wallpaper, it is not a creative or design job - it is about packing and logistics.

Key Responsibilities

- **Order Fulfilment**
- **Inventory & Stock Management**
- **Sampling Fulfilment**
- **Studio & Administrative Support**

Skills & Experience

- Comfortable undertaking manual handling and heavy lifting, including moving fabrics and occasionally, helping move larger items such as kilims and furniture.
- Excellent organisational and time management skills with the ability to prioritise multiple tasks.
- Exceptional attention to detail and commitment to accuracy.
- Strong administrative skills with good written and verbal communication.
- Confident using Google Sheets; experience with inventory or stock management systems is advantageous but training will be provided.
- A proactive, flexible and hands-on approach with a willingness to support different areas of the business.
- Ability to work independently while collaborating effectively within a small team.
- Previous experience in logistics, fulfilment, warehouse operations or a retail/interiors environment is desirable but not essential.

Full on-site training will be provided.

Full-time role, from Monday to Friday, 8:30 to 17:30

Apply – CVs to alice@arbutnotandwheeler.com with a short covering message.