

## *Dispatch Assistant (temp)*

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Martha Brook is the online home of beautiful, personalised productivity tools. We aim to uplift, inspire and empower people around the world with our stylish stationery.

We're looking for someone who cares about our orders reaching customers on time as much as we do. Someone who loves the satisfaction of ensuring hundreds of items of stationery wing their way on time around the world every day. You should have a positive attitude, strong attention to detail and enjoy working as part of a busy team. No prior experience is necessary as training will be provided, just a passion for paper goods and delighting our customers!

### **Responsibilities will include:**

- Assembling, wrapping and packaging orders for customers
- Helping with the dispatch and delivery processes
- Preparing for big occasions

### **You will need to:**

- Be an excellent communicator
- Enjoy making things
- Care about the detail and have high standards
- Be organised, committed and good at time management
- Be a competent computer user
- Have a willingness to 'muck in' when it's busy and stay calm under pressure
- Bring energy, passion and a good sense of fun!

### **The Detail**

- Join us from November until Christmas
- Normal hours will be 9:30 – 16:30 but flexible, Monday to Friday, based in the Martha Brook Studio (Brentford, West London), with additional hours possible.
- Starting salary to be discussed. Plus annual bonus, paid holiday, pension, team events and a staff discount on Martha Brook products.

We strive to be an inspiring, creative and inclusive workplace where everyone is welcome, and everyone can be themselves. We're open to chats about flexible working so if you have suggestions, we are always happy to discuss. And if you adore stationery and know how to spell it correctly (with an e not an a) that is always a massive bonus!

### **Application Process**

If you think this sounds like you, we'd love to hear from you. We love a well-crafted and tailored cover letter, so please submit this along with your CV to [jobs@marthabrook.com](mailto:jobs@marthabrook.com) with 'Production Assistant' as the email title.

For more information see our website [www.marthabrook.com](http://www.marthabrook.com) or our [instagram](#) for more of what we do, or feel free to contact us on 020 3176 0900 if you have any questions. We look forward to hearing from you!