

Summer Operations Assistant (Ref: 260318)

We are looking for an enthusiastic operations assistant to join our small, but diverse team to ensure we can deliver for our customers over the peak summer period.

This is a 6 month, fixed term contract with a start date of May 1st 2026. Options for extensions may be available, subject to performance.

This is a full time position, however, some flexibility on the required hours may be available.

As part of this role, you will be required to perform a number of duties which could include:

- Warehouse & logistics duties including:
 - Pick and pack
 - Stock control
 - Shipping & receiving
 - Customs clearance
- Sales duties including:
 - Outbound marketing
 - Serving in-store customers
- Additional various duties as required by the business.

Key requirements

- Proficient in use of the English language, both written and spoken.
- Good numeracy skills.
- Ability to think logically.
- Ability to learn skills quickly.
- Punctual, reliable and hard working.
- No formal qualifications required.
- Some warehouse or retail experience is desirable, but not mandatory.
- Some knowledge of paintball or airsoft products would be desirable, but is not mandatory.

Working hours

Our standard staffing hours are 08:45 to 17:15, Monday to Saturday. On Wednesdays, this is extended to 18:15. It is convention that staff receive 1 nominated weekday, plus Sundays off each week. Exact hours may be negotiable, but must fit with business requirements.

Management structure

You will report to the sole company director – as all staff currently do.

Pay & benefits

As an employee you will be compensated appropriately for your time. Pay will be based on the merits of each individual applicant, and will always remain in excess of the statutory minimums.

Staff also receive a staff discount on products bought in store.

Applications process

To apply for this role, you must submit the following documents to us (preferably by email):

- CV
- Cover letter

Your CV must include a contact telephone number (preferably a mobile), and an email address.

Your cover letter should not exceed one page, and must clearly include the following information:

- The role you are applying for (including the reference number).
- Why you should be considered for this role.
- Exactly one joke (which can be as good, or as bad as you would like).

Once we receive your documents, we will acknowledge these by email or text message within 24 hours.

Telephone interviews for all applicants submitted before the closing date will be conducted shortly after the closing date, with an in-person interview following to those successful in the telephone stage.

Closing date

Time is of the essence, and applications will remain open until April 1st at the earliest. If we have received sufficient applications by that date that we believe we can make an appointment, applications will close on that date.

Diversity & Inclusiveness Statement

We are a diverse company, and remain committed to employing the most appropriate individual for the job, regardless of race, religion, ethnicity, or any other characteristic. Candidates will be only be judged on their suitability for the role.