

OFFICE PANTRY

Fruit • Snacks • Drinks • More

Operations & Finance Associate

Office Pantry delivers fresh fruit, healthy snacks, milk, drinks, craft beer and more to companies and homes nationwide, many of whom you will be familiar with.

We help employers fuel their employees with goodness, making workplaces and home offices happier and more productive places to be.

And we are now looking for an Operations & Finance Associate to join our growing team.

You will be part of the team responsible for the smooth running of our business (think of it as planning a great party).

You will have responsibility for deliveries, suppliers and partners - and consequently customer happiness.

You will be directly involved with:

- Customer order planning
- Stock management
- Liaising with our warehouse
- Issuing invoices
- Liaising with suppliers
- Liaising with delivery partners
- Constantly improving systems and smoothing the supply chain





We are looking for someone who is / has:

- An obsessive attention to detail
- Technologically proficient
- A numbers guru
- A clear communicator
- A good egg

The following will be a given for any applicant:

- Being smart and adaptable
- Being a quick learner

Benefits:

- free fruit and snacks  
- plenty of food and drink samples 
- working in a fast paced environment 
- working within a young team
- office in central Bristol (at the top of Park Street)

How to Apply?

Please send your CV and covering email, detailing why you believe you'd be the right fit for Office Pantry, to newstart@officepantry.co.uk

Please use the email subject: Operations & Finance Associate Application

You will then be invited to interview, if successful, for cultural fit.