

# THOMAS HENEAGE ART BOOKS

42 DUKE STREET ST JAMES'S LONDON SW1 6DJ

## Packer/Handyman

### **Main Duties:**

- Packing of all outgoing parcels and related paperwork, including booking of couriers.
- Maintenance and occasional basic repair work; odd jobs such as light bulb changing, fixing door handles etc.
- Delivery by hand of parcels and packages within the Central London area
- Upkeep including re-ordering of packaging material, tidying of the storeroom and recycling of all used cardboard etc.
- Occasional use of a hired car/van for delivery, book fairs etc.
- Packing and transporting of any libraries we purchase.
- Assisting with the shelving of books and the upkeep and appearance of the shelves and floor in the general shop.
- Assisting in the preparation for fairs including major book fairs and TEFAF Maastricht.

### **Requirements:**

- You must be physically fit enough to pack and lift large quantities of books: Books are heavy!
- A clean driver's license and no fear of driving in London.
- Presentation Thomas Heneage Art Books is a prestigious shop and you are expected at all times be tidily dressed.
- You will be required at times to work overtime, if things are particularly busy.
- If you come from abroad you must be able to demonstrate to our satisfaction that you have all necessary documentation and permissions to enable you to work for us and to travel abroad.
- Above all else a cheerful attitude and willingness to help out in whatever needs doing: This job requires an element of flexibility and your role may vary depending on what is happening in the shop!

### **Hours:**

20-25 flexible hours a week, subject to discussion.

### **Remuneration:**

Will depend on your experience.

### **How to apply:**

Email your CV and covering letter to Charlotte ([charlotte@heneage.com](mailto:charlotte@heneage.com)).