

## Job Title – Inventory Clerk, Panel Member, Nationwide Opportunities

### Job Description

ARPM are the UK's leading provider of outsourced lettings solutions and act for many of the UK's leading lettings and property businesses.

We require experienced inventory clerks to join our approved network and undertake work across the UK to meet the needs of our growing client bank.

Working as a panel member for ARPM will necessitate operating to formal service levels and agreed fee scales but should produce a significant and regular flow of inventory business.

We are interested in considering inventory clerks who operate on a part time or full time basis.

### Job Details – Overview

- ARPM approved inventory clerks must have a current clean CRB certificate
- ARPM will provide a uniform, operations manual and “toolkit”. The uniform must be worn on all occasions when conducting ARPM business. A £50 deposit will be required for the provision of the uniform, operations manual and “toolkit” which will be refunded upon termination of our agreement and the return of said items.
- Every approved inventory clerk will use a PDA and ARPM software for the provision of inventories to an agreed format. Training will be provided. The costs of obtaining and operating the PDA are the responsibility of the approved inventory clerk. ARPM have made arrangements for advantageous terms with O2 for the provision of a PDA.
- Every approved inventory clerk will be required to satisfactorily complete a short training course which details the required ARPM methodology and use of the PDA.
- ARPM will provide their approved inventory clerk with public liability cover on every assignment carried out on behalf of ARPM.
- Inventory assignments allocated to an approved inventory panel clerk must be accepted or declined within two hours. Inventory reports must be uploaded via the ARPM software on the same day as the inspection.

### About You - Experience Required

You will be one of the following:

Experienced Inventory Clerk – looking for more work

Cross Trained DEA/Inventory Clerk – recently cross trained and now looking for inventory work

DEA – looking to train as an Inventory Clerk to boost earnings