



Fulfilment Administrator

A part time role for someone with a passion for great systems, smooth fulfilment operations and who wants to be a part of a purpose led playful organisation.

Job role: *Fulfilment Administrator*

Location: *HQ in Corby, Northamptonshire*

Salary: *Real Living hourly wage (£13.45 per hour)*

Contract Type: *Fixed term Maternity leave cover for 12 months or until the postholder returns, 8 hrs per week (ideally Tuesday and Wednesday 9:30-1:30pm, but happy to consider an alternative pattern)*

Start Date: *By 12th Oct 2026, ideally.*

About us:

At Boromi ("Borrow-Me"), we're serious about play. We're on a mission to build a national Network of Play® - bringing more opportunities for hands-on, language-rich and evidence-based family play in the places and spaces families are every day.

...Find out more about us at www.boromi.co.uk, or [@boromiHQ](https://twitter.com/boromiHQ).

About the role:

We're looking for an organised, detail orientated and progress driven team player to help us where it matters most. This role is the administrative backbone supporting our fulfilment operations; handling documentation, onboarding, stock ordering and partner coordination.

Responsibilities:

Your specific roles and/or responsibilities may include:

- Updating and maintaining multiple Excel spreadsheets across orders, stock, deliveries and collections
- Preparing and sharing team agendas and follow up notes for fulfilment meetings

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- Processing customer orders once passed over from team administrator and making initial stock allocations.
- Place orders for stock and printing needs under senior direction
- Creating delivery and collection labels for each delivery block and uploading these to the customer's Toolbox
- Co-ordinating communications with courier partner re. deliveries, collections/ rescheduled collections, complaints, losses etc.
- Monitoring and reporting on returns data (loss, wear and tear)
- Maintaining supplier information for stock resources and working with development team to ensure any changes are updated.
- Keep Health and Safety logs up to date

About you:

We're looking for someone who will bring the following qualities to the team:

Essential:

- Has prior experience in administration roles
- Able to efficiently and independently manage their tasks, time and deadlines
- Is competent across Microsoft 365, Microsoft apps and Sharepoint – with strong Excel capabilities as a priority
- Is highly organised with a close attention for detail
- Is a confident communicator
- Is motivated to work as part of a team
- Is happy to 'muck in' and get stuck into any task!
- Lives within commutable distance of Corby, Northamptonshire

Desirable (but not essential!):

- Has experience of working in a warehouse environment
- Has previous health and safety administration experience
- Willingness to embrace technological advances and ways to use technology to cut costs and save time.

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Our values

We meet people where they are

We're all built on different foundations, with our own stories to tell. That's why we adapt to meet people where they are — whether family, colleague or partner. We take pride in accessibility and inclusion in all that we do, because early childhood is everybody's business.

We are playfully professional

While our mission is complex and serious, our approach is simple and playful. We bring joy and good humour to our work, believing that the best solutions come when we combine purpose with enjoyment.

We embrace learning through play

We love not having all the answers. Just like children, we stay curious, think creatively and learn through experimentation and play. Every challenge is an opportunity to learn, grow and improve.

We all hand scrub our bags

Because every play bag is part of something bigger. No matter our role or the size of our team, we roll up our sleeves and show up for each other and the families we support. Whether it's scrubbing play bags or checking every zip, we take pride in the details - and in doing things properly, together.

We play it forward

From our play bags to the way we work, borrowing, sharing and reusing are at the heart of what we do. We choose materials and design systems that are sustainable, kind to the planet, and built with future generations in mind.

Other reasons we're a little bit special:

- Flexible working days and times
- Generous holiday allowance (inc. summer holidays reduced hours, 'Christmas Shutdown' and your birthday off!)
- Social events
- BrightHR benefit Hub

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How to apply:

If you're interested by this opportunity and feel you'd be a good fit for the role then please get in touch, we'd love to hear from you. Diversity, equality and inclusion are at the heart of everything we do. We encourage applications from people of any gender, disability, age, sexual orientation, race or religion and belief. If you have any access needs or additional requirements to apply, please let us know and we will work with you to find a solution that works best for you.

To apply please send a brief cover letter and CV to hello@boromi.co.uk.

We will review applications as they come in and applicants that we believe would be a great fit for our team will be invited for a preliminary first round informal call, followed up by either an in-person or virtual task based interview.

We look forward to hearing from you.

A handwritten signature in black ink that reads 'E Keough'.

Evie Keough, Founder & CEO of Boromi