

JOB VACANCY | Despatch Administrator

Purpose of the Role

This is an administrative supporting role mainly to the despatch team but also helping support the sales and purchasing teams.

To ensure clients have agreed delivery dates and delivery times, making sure that the despatch team are aware of all information required to deliver successfully to our customers.

Also undertaking general day to day administration and serving as a point of contact for customer & suppliers queries.

Key Skills

The successful candidate will need to be able to demonstrate previous experience in a similar role. You will need to possess excellent communication skills, have attention to detail and be a team player but also able to work under your own initiative.

Would suit someone who is good at Problem solving is self-motivated, possesses a calm manner and works well under pressure.

Key responsibilities

- Checking status of incoming goods to ensure delivery dates can be achieved
- Booking in delivery dates and times with customers
- Checking site contacts delivery addresses and any delivery restrictions or special requirements
- Liaising with customers with deliveries in transit
- Booking third party transport including pallet carriers
- Ordering packing materials
- Ensuring all orders have the correct dates and status on them
- Booking in incoming stock
- Booking in incoming suppliers
- Liaising with suppliers on incoming deliveries
- Amending picking list allocations

- Helping support the administration team with other day to day responsibilities such as inputting quotes, sales orders, and purchase orders
- Responsibility for customer service, dealing with customer complaints and queries. Logging, investigating, and resolving efficiently.
- Assist with transport legislation and record keeping Holiday and sickness cover for the administration team
- Other general administration as required

Details

Job Type: Part-Time based on a 30–35 hour week (Full Time can be considered)

Pension scheme with up to 3% contribution matching

23 Days holiday per annum (Pro-rotta) plus public holidays

Working hours flexible to be agreed Monday to Friday

Rate of pay £10.00-£10.50 per hour depending on experience

Staff discount

The Company

A family business Established over 48 years ago we are a leading domestic landscape business based in the West Midlands, as part of the company's ambitious growth and diversification plans, we have expanded our Wholesale Cash & Carry operations at our 4-acre Nursery site. The company has plans to expand further its trading activity into the landscape market. This has created an exciting opportunity for a self-motivated person with a can-do attitude to join our friendly, people focused team.

Please email your CV to apply: shaw@fullbrookplants.co.uk

Closing date: 8 October