



### **Interim Despatch Coordinator**

We currently have a temporary position of Interim Despatch Coordinator available until November 2018 to cover long term sickness absence.

The Interim Despatch Coordinator prepares and arranges the shipment of goods, including provision of the relevant documentation in accordance with company policy and procedures and in line with the company's values and behaviours.

The job holder is responsible for the following:

- Prepare customer shipments. Confirm shipping instructions, including whether a consolidation shipment, with customer or sales coordinator.
- Invoice via SAP, including direct shipments in line with on time delivery KPI. Recharge packaging and freight accordingly.
- Provide goods information (invoice and delivery notes) to customer or freight forwarder ahead of shipment
- Prepare shipping notes or export cargo shipping instructions for container shipments.
- Complete load schedule for transport collections
- Help prepare loads in despatch in line with agreed process
- Ensure vehicle drivers are correctly informed and conform to loading processes including wearing correct PPE while on site
- Book Exworks transport online using customer specific websites
- Book couriers on-line and manually. Notify customers and / or sales of shipping details
- Provide certificate of shipment or proof of delivery to sales or finance when required.
- Communicate with production and sales on availability of goods
- Forklift truck driving, loading & unloading of vehicles and picking product as required

The successful candidate should be a competent SAP user with working knowledge of shipping best practice and latest customs regulations, together with a fork lift truck licence to assist with despatch duties. If you require further information please contact the Human Resources & Training Department for a full job description.

Please apply in writing, enclosing an up to date CV if you have one, to the HR & Training Department by 1.30pm on Friday 11 May 2018.

**Human Resources & Training Department**