

Despatch Warehouse Coordinator

Evans Vanodine has a new opportunity for a Despatch Warehouse Coordinator, reporting to the Despatch Warehouse Manager and supporting the efficient running of the department. The successful candidate will require strong IT literacy skills, and the ability to organise workload and communicate effectively at all levels.

Main Duties and Responsibilities

- Produce daily plan and allocate all warehouse resource.
- Allocate customer orders to warehouse operatives for picking.
- Liaise with Customer Service team regarding customer order queries.
- Liaise with Production team regarding weekly production plan to enable completion of customer orders.
- Complete documents for all customer orders.
- Investigate any issues with orders and stock discrepancies.
- Work with key stakeholders to prioritise all set-day customer deliveries.
- Key holder – responsible for opening and closing of the department, including all lighting, shutters, and intruder alarm.
- A variety of other duties relevant to the role.

Experience & Qualifications

- Knowledge of WMS (Warehouse Management Systems) (desirable)
- General knowledge of workplace H&S
- Current Reach FLT licence (desirable)

Hours of work

Monday – Thursday 6:30am – 4pm (will consider 7am – 4:30pm if necessary)

Total: 36 hours per week

Salary

£28,500

