

Despatch Administrator

We currently have a vacancy for a Despatch Administrator in the Despatch team.

The Despatch Administrator 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.
- Process and file all customs and exercise documentation, including
- Export cargo shipping notes,
- ATR movement certificate (Turkey)
- Cert Of Origin (COO) filing
- Expedite all customers for return of export confirmation documentation
- 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 Ex-works 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
- Provide quality and sales departments with delivery notes when requested.
- Despatch test certificates and update spreadsheet with AWB details where required.
- Ensure carriage forward shipments are ready and available prior to collection.
- Filing
- Process returns
- Aid in investigating any shipment issues

The successful candidate should be a competent SAP user with working knowledge of shipping best practice and latest customs regulations

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 4:45pm on Wednesday 11 March 2020.

Human Resources & Training Department