

COMPANY PROFILE

Veethree Technologies is the UK operation of the Veethree Group of companies. We are a privately owned established SME business with an international customer base. In the UK we house the group Software Team, and champion specialist projects as well as distributing worldwide our range of CAN displays. The company is fast moving, forward thinking and has a close and dynamic team that provide bespoke software and product applications to its clients.

We have an exciting opportunity for the right person to join us as an Operations Assistant; responsible for our receiving/shipping and fulfilment based full time at our office in Upton, Poole, Dorset.

JOB DESCRIPTION:

The Operations Assistant will assist the Operations Department in various tasks associated with distribution, fulfilment and stock replenishment. This is a hands-on roll that involves inspection, testing, stock holding and material fulfilment. As part of this role you are at the forefront of managing and monitoring stock control to best serve our customers, performing a variety of routine shipping, receiving order fulfilment and wire assembly tasks. The role will further encompass customer warranty and returns process, including functional test, inspection and programming of products. This position reports directly to the Operations Manager.

JOB DUTIES AND RESPONSIBILITIES:

Shipping

- Shipping tasks include picking, packing and shipment of product and materials using correct documentation and paperwork and shipped in accordance with packaging guidelines and accepted methods/practices. Which involves computer programming of in house processes
- Monitor shipments to ensure that customer specific requirements are met
- Determine method of shipment and shipping charges, schedule shipping with freight forwarders, examine outgoing shipments to ensure shipments meet specifications for delivery, and maintain inventory of shipping materials and supplies
- Count, weigh or measure items for incoming and outgoing shipments and log and reconcile with shipping documents, including bills of lading, invoices, orders, pick lists, and other documents for the movement, receipt, or sale of materials
- Ship using all carriers (UPS, DHL, Fedex), or using customers courier and conform to those requirements
- Monitor and maintain product inventory levels.

Receiving

- Receiving tasks include accepting delivery and stock replenishment and rotation
- Receive and inspect incoming parts to determine if parts meet specification on purchase orders, receive acceptable or reject damaged items, record actual quantities received, communicate with shipper to rectify damages and shortages, label items, and transport items to proper areas for distribution and storage
- Sort, count, package, label, and unpack parts that are received
- Inspect shipments for damages, loss, or defects, and notify the supplier and log the findings
- Coordinating, and improving the flow of receipt processes and activities, which include quality control, productivity, and cost reduction
- Responsible for preparing and forwarding a daily/weekly Receiving Report and entering all purchase orders received into the data base on a timely basis

- Process return shipments from customers
- Review receiving schedules to plan and chase overdue orders
- Coordinate receiving operations and activities between departments to facilitate an efficient flow of material

Other

- Maintain the returns process including customer co-ordination and monitoring
- Support continuous improvement within the department and the company to improve employee performance, quality control, and efficiency.
- Operate PC systems to process incoming and outgoing shipments
- Provide departmental coverage for the Operations Manager in their absence
- Support a proactive safety environment, with emphasis on good housekeeping techniques
- Assist in stock control operations as necessary or where assigned
- Perform any other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Computer proficiency and experience of Microsoft Office tools
- Ability to follow processes and work instructions
- Effective communication/comprehension skills – verbal and written
- Ability to function independently and multi-task
- Great organisational skills
- Physical requirements – ability to bend, twist, stoop, reach, climb ladders, lift materials up to 30Kgs.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

- Experience of international shipping and associated paperwork
- Experience of Quickbooks useful but not essential
- Effective communication/comprehension skills – verbal and written

What you get:

A market competitive salary
 23 days holiday and bank holidays
 Full salary pension contribution after 3 months
 Semi-flexible shift pattern
 Free refreshments
 Free parking
 On-site shower

Closing Date for Application: 28 May 2021

Start Date of Role: ASAP