

Shipping & Fulfilment Administrator

Are you an organised, self-motivated, & detail oriented person, able to prioritise and manage your own workload? If yes and you are looking for a challenge to support the smooth running of a business, ensuring customers worldwide get their orders on time then this could be the role for you.

We are looking for an administrator to run our shipping and fulfilment function handling inbound deliveries and outbound shipments from our offices in Upton, Poole. This part-time role has flexible daytime working hours and could be offered on full time basis.

Who are we?

CANtronik Ltd (trading as Veethree Technologies) was established in 2007, now celebrating its 15th year, is part of a worldwide group of companies the Veethree Group. Manufacturing electronics instrumentation for Marine, Off-Highway, Construction and Agricultural Equipment markets.

Based on the Upton Industrial Estate, Poole, the company is a fast moving organisation with a small but friendly & professional team. Due to the growth of the company we are seeking to appoint a Shipping & Fulfilment Administrator, to work in our Operations Team.

What will you be doing?

Essentially you will be responsible for managing inbound deliveries, making sure there are no damages/missing goods. Preparing and packaging orders to ensure these are secure for shipping, & arranging those outbound shipments, booking collections via couriers including UPS & DHL.

What skills are required?

No prior experience is required as we will provide the necessary training and support for the role but there are some skills that will be required to fit the role, they are:

- Computer proficiency and experience of Microsoft Office tools
- Effective communication/comprehension skills – verbal and written
- Ability to function independently and multi-task
- Physical requirements – ability to bend, twist, stoop, reach, climb ladders, lift and pack boxes

Above all we are looking for someone with a positive attitude, and is committed to doing a great job. You will be someone who can be fully trusted and relied upon, be detail oriented and get excited about finding new ways to improve processes & efficiency.

What is the package?

In return we offer a salary of £16,000 to £22,000 per year (pro-rata) depending on experience, plus benefits including:

- Semi-Flexible working hours
- 23 days annual leave (pro-rata), including Christmas closure
- Paid bank holidays
- Childcare vouchers
- Cycle to work scheme
- Free tea and coffee facilities

To apply please email your CV and covering letter to vt-hr@veethree.com

ROLE GUIDE & JOB DESCRIPTION : Shipping & Fulfilment Administrator

Role Summary:

The purpose of the role is primarily to manage inbound deliveries, prepare and pack customer orders, and arrange outbound shipments. This includes various tasks associated with that function including checking inbound shipments for damages or defects, managing quality & stock levels, picking and packing orders, and arranging outbound shipments. Duties include:

Shipping

- Packing and shipping of products and materials using correct documentation and paperwork and shipped in accordance with guidelines and accepted methods/practices
- Monitoring shipments to ensure that customer specific requirements are met
- Determining 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
- Counting, weighing or measuring 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
- Selection of most appropriate carrier (UPS, DHL, Fedex), or using customers courier and conform to those requirements
- Monitoring and maintain product inventory levels, notify line manager when materials get to the restocking point, and stock shelves

Receiving

- Receiving & inspecting incoming parts, determining if meet specification on purchase orders
- Receiving acceptable or rejecting damaged items, recording actual quantities received, communicating with shipper to rectify damages and shortages, labelling items, and transporting items to proper areas for distribution and storage
- 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

Other Duties

- Support continuous improvement within the department and the company to improve employee performance, quality control, and efficiency.
- 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 required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Computer proficiency and experience of Microsoft Office tools
- Effective communication/comprehension skills – verbal and written
- Ability to function independently and multi-task
- Physical requirements – ability to bend, twist, stoop, reach, climb ladders, lift and pack boxes