

Customer Service and Logistics Supervisor

Description

An award winning global distributor with an impressive client portfolio of household brands.

Our client are uphold very traditional values and offer a sense of community.

This is a demanding role, sourcing goods worldwide predominantly arranging shipping, Importing goods to meet production line schedules, managing customs paperwork and tariffs. You will be a hands on manager and support the order processing team when required.

If you are seeking a role within a established reputable company with great training, a positive and open culture with a family feel then apply today!!!

Responsibilities

Duties

- Overseeing a small team
- Placing and processing purchase orders with suppliers based on consolidated sales orders received
- Import and export administration, Obtaining HMRC tariff codes, checking import entry correctness and processing incorrect import entries
- Getting quotes and arranging special deliveries
- Regularly comparing forwarder quotes to ensure best rates are obtained
- Arranging imports/collections from suppliers
- Obtaining CoA's/checking expiry dates prior to collections of goods for all suppliers
- Liaising with our warehouse on all relevant issues, Sending purchase order details
- Feedback any issues/delays on purchase orders to customers (and sales team)
- Processing customer orders when required.

Qualifications

Attributes

- Experience in Order processing, purchasing or logistics would be highly beneficial
- Thorough, accurate and work with precision
- Understanding of import and distribution
- Customer focused, ensuring clear lines of communication and strong relationships
- Hands on with innate team spirit

Contacts

Hiring organization

Crisp Recruitment Ltd

Employment Type

Full-time

Job Location

Hatfield

Working Hours

Hours- Mon-Fri – 9.00am – 5.00pm
onsite

Base Salary

£ 32,000 - £ 34,000

Date posted

7 June 2022

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