

Scheduling Administrator (Supply Chain)

Description

What to know about this employer:

- The company was founded over 50 years ago and currently going through exciting growth
- A customer centric company who pride themselves on the service they provide
- Foster a sense of community ensuring employees feel supported and engaged

Purpose of the role:

- An Integral part of the supply chain ensuring that all schedule orders are processed and dispatched correctly and on time.
- Improving the identification of problems with stock control.

Responsibilities

Key Responsibilities:

- Accurate & timely processing of Customer Schedules to ensure shipping requirement dates are met
- Maintain Cumulative /last Despatch/System Reconciliation
- Maintain pallet factors
- Identify areas of concern & implement systems to control
- Devise reports to identify possible inability to supply
- Liaison with Manager packaging/ stock and shipment issues
- Complete and store digitally all export customs documentation for OE customers.
- Liaise with customs broker and ensure processes are up to date.

Qualifications

Skills and Attributes:

- Order processing experience is essential
- Extremely accurate and methodical
- Ability to communicate and collaborate with colleagues at all levels
- Positive and proactive approach

Crisp Recruitment Ltd is a local recruitment consultancy based in Hatfield. We are working on behalf of our client to find suitable candidates for this opportunity.

Job Benefits

Benefits: 8% pensions, private medical, 25 days holiday

Hiring organization

Crisp Recruitment Ltd

Employment Type

Full-time

Job Location

Watford

Working Hours

8.00 to 4.00pm Monday- Friday

Base Salary

£ 29,000

Date posted

15 September 2022

Contacts

lisa.payne@crisprecruitment.co.uk