

Administrator

[Apply Now](#)

Company: Nominate Recruitment Ltd

Location: Ballymena

Category: management

Job Title: Proof of Delivery Administrator

Location: Ballymena

Salary and Benefits: £11.50 per hour

Hours of work: (phone number removed)pm Mon - Fri

Employment Type- Permanent

Interview Process: Immediate interviews

The Right Client- Nominate Recruitment are thrilled to be partnering a Transport company based in Ballymena.

Working as part of a busy team within the Sales Admin department ensuring customer delivery paperwork is received in a timely manner, as agreed with customers, from drivers, sub-contractors and depots as well as invoicing own portfolio of accounts.

The Right role:

- Scanning customer delivery notes (POD's) into bespoke business system
- Checking and cross referencing POD's for signatures, discrepancies, other customer requirements
- Chasing Drivers / Depots / Sub Contractors for outstanding POD's
- Responding to customer email / phone call requests for POD's
- Filing / attaching POD's to invoices
- Uploading POD's to customer systems
- Updating management on outstanding POD's
- Supervisory duties from time and time and ability to cover other departments

The Right Fit:

- Attention to detail
- Planning and organisational skills
- Good communication skills

[Apply Now](#)

Cross References and Citations:

1. Administrator [SearchaustralianjobsJobs Ballymena Searchaustralianjobs](#)↗
2. Administrator [PerujobsJobs Ballymena Perujobs](#)↗

3. [Administrator HospitalityjobsJobs Ballymena Hospitalityjobs ↗](#)
4. [Administrator UkjobopportunitiesJobs Ballymena Ukjobopportunities ↗](#)
5. [Administrator Ai-ml-jobs Jobs Ballymena Ai-ml-jobs ↗](#)
6. [Administrator Architecturejobs Jobs Ballymena Architecturejobs ↗](#)
7. [Administrator Bluecollarjobs Jobs Ballymena Bluecollarjobs ↗](#)
8. [Administrator Professorjobs Jobs Ballymena Professorjobs ↗](#)
9. [Administrator Findlocaljobs Jobs Ballymena Findlocaljobs ↗](#)
10. [Administrator FindurgentjobsJobs Ballymena Findurgentjobs ↗](#)
11. [Administrator ReceptionistjobsJobs Ballymena Receptionistjobs ↗](#)
12. [Administrator NgojobsJobs Ballymena Ngojobs ↗](#)
13. [Administrator Seojobs Jobs Ballymena Seojobs ↗](#)
14. [Administrator Statisticsjobs Jobs Ballymena Statisticsjobs ↗](#)
15. [Administrator Restaurantjobsnearme Jobs Ballymena Restaurantjobsnearme ↗](#)
16. [Administrator Neurologistjobs Jobs Ballymena Neurologistjobs ↗](#)
17. [Administrator Findfulltimejobs Jobs Ballymena Findfulltimejobs ↗](#)
18. [Administrator Sciencejobsnearme Jobs Ballymena Sciencejobsnearme ↗](#)
19. [Administrator Jobs Ballymena ↗](#)
20. [AMP Version of Administrator ↗](#)
21. [Administrator Ballymena Jobs ↗](#)
22. [Administrator JobsBallymena ↗](#)
23. [Administrator Job Search ↗](#)
24. [Administrator Search ↗](#)
25. [Administrator Find Jobs ↗](#)

Source: <https://uk.expertini.com/jobs/job/administrator-ballymena-nominate-recruitment-221482118/>

Generated on: 2024-05-04 by [Expertini.Com](#)