

Post & Order Processing Assistant

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Company: RYA

Location: Hamble-le-Rice

Category: office-and-administrative-support

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Job Role: Post & Order Processing Assistant

Salary: £22,000 - £23,500 per annum

Full Time: 35 hours per work

Location: Hamble (office based)

Do you have previous postal warehouse experience?

Do you enjoy working in a customer service environment?

Are you to work well as part of a team?

If the answer to any of these questions are yes, then this is the perfect role for you!

The Royal Yachting Association is seeking an experienced Post & Order Processing Assistant to join the Despatch & Facilities team to process outgoing mail and parcels, receive and process all orders and process sales orders returns.

In return for your work, you'll receive a range of benefits including:

33 days holiday including public holidays pro rata

Your Birthday Day off

10% RYA contribution to a Personal Pension Scheme

Volunteering days

Free charging point for electric vehicles whilst on your working days at the office

Free Life Insurance

Discounts platform for retail, entertainment, holidays & gym membership

Social Events

RYA Membership

....just to name a few.

What you'll be doing:

Process daily the items for despatch using the Royal Mail and Parcelforce web based systems

To distribute daily internal mail to the central mailboxes in RYA House

Processing returned stock items from members, non members / account holders

Processing orders from various sources including, telephone, web shop and email

Dealing with various types of enquiries by, telephone, web shop and email

Maintaining our account holders change of detail information

Maintaining of electronic filing systems

Who we're looking for:

Someone with a helpful attitude and good telephone manner.

The ability to work efficiently and prioritise your own workload.

Someone who has good communication skills.

What do you need:

Experience of working within a postal warehouse environment.

Experience of working in a busy office and warehouse distribution environment.

A forklift license would be an advantage but not essential.

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