

Warehouse Administrator

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Company: Gap Personnel

Location: Bury St Edmunds

Category: management

Gap Personnel are recruiting Warehouse Administrator on a Temp to Perm Basis for our client, a leading Logistics Provider with a New flagship Distribution Centre in Bury St Edmunds.

The client is an employer of choice offering a great working environment, culture & a genuine career development path with the company.

This is a great opportunity. Will include career further development opportunities.

Pay £13.37 Per Hour

Monday – Friday (rotating shift pattern 8:00 to 16:00; 16:00 to 00:00, every two weeks)

Responsibilities-

The main responsibilities of the role include checking in and checking out vehicles, ensuring that all vehicle, driver, and inventory details match the appointment.

Responsible for raising any issues with external contractors, suppliers, and customers, and monitoring the progress through the provided systems.

Will be involved in securing trailers and containers for the receiving process, which may involve some physical work at a minimal height.

The ability to effectively use software, particularly Warehouse Software Management systems, is necessary for the role, and training will be provided.

Good communication skills are essential in this position,

The coordinator will be responsible for ensuring the security of all vehicles leaving the site, as well as constantly monitoring their whereabouts in the yard. The ability to work under pressure and within time constraints is important.

While previous experience in logistics is beneficial, full training will be provided to the logistics coordinator. The candidate should have a good understanding of computer-based systems, such as email, outlook, excel, and word processing.

Benefits –

Free onsite parking

To apply: Please submit CV to Norwich@gap-personnel.com or call the team on (phone number removed)

Gap personnel group is committed to the selection, recruitment, and development of the best people, basing judgments solely on suitability for the job.

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