

## Warehouse Coordinator

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Company: Focused Recruitment

Location: Blackwood

Category: transportation-and-material-moving

£12.52 per hour

Blackwood

Marketing

Temporary

Focused Recruitment are currently seeking a Trainee Warehouse Coordinator to work at our clients manufacturing facility based within the Blackwood area.

This is a junior role where the successful applicant will be offered the correct training over a 3 year period to become a Shipping Office Coordinator.

### **Description of the role:**

Delivery performance through the timely execution and fulfilment of sales orders in accordance with sales and customer delivery requirements.

Focal point for day to day liaison with Sales/Customer Support and associated business contacts.

Maintain good functional working relationships with site operations personnel, Foster an atmosphere of cooperation across multiple interfaces both on and off-site with internal and external third party logistics service suppliers (hauliers).

Responsible for ensuring that all export and import shipping related transactions are

conducted in accordance with compliance rules and customer/plant and Sales requirements.  
Follow parameters set by central transport department in online platform and liaise with transport procurement when the primary supplier of a transport lane can't deliver.  
Receipt POs placed by the delegated buyer for third party/inter-company purchases.  
Receipt intercompany flow of finished products for the UK market  
Maintain a booking in sheet for all inbound traffic and list any noncompliant parties.

**The desired candidate:**

Minimum 2 years' experience in a customer service operational environment , preferably within warehousing/logistics environment.

Vocational qualification in an appropriate field of expertise preferred.

Knowledge of working with SAP (desirable however not essential)

**Skills Required:**

Clear understanding and appreciation of HSE risks in logistics operations and commitment / drive to attain the highest HSE standards.

Effective communicator.

Good interpersonal skills and pro-active team player with previous experience in establishing and developing team relationships.

Computer literate with good numeracy skills , SAP / Microsoft office applications.

Job Types: Full-time, Temp to perm

By applying for this position you are giving authorisation for Focused Recruitment Ltd to contact you regarding this vacancy and other vacancies we feel may be suitable for you.

We will not present your CV to any clients without your explicit consent. We will contact you if your CV is of interest, if you are unavailable we will leave a message, YOU MUST return this call otherwise your application cannot progress any further.

Focused Recruitment are a multi award winning independent recruitment agency covering South Wales and the South West. As a service driven company we are fully committed to

working with clients and candidates that share this value. We consistently place the right people, into the right companies, with the right roles to fulfil their career aspirations.

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