

Logistics Assistant Job Description

JOB TITLE: Logistics Assistant

ACCOUNTABLE TO: Courier Division Manager

LOCATION: Stone Castle, Greenhithe, DA9 9XL

HOURS: Monday – Friday 08:00 – 16:00

SALARY: £20,000 per annum

We are currently recruiting for a Logistics Assistant to join our Courier division services, which are provided nationwide. We service a range of contracts including clothing and flooring manufacturers. The post holder will be the first point of contact with customers and clients and responsible for inputting bookings, allocating work and general administration duties.

Main Tasks and Responsibilities

- Liaise with customers
- Direct contact for all incoming enquiries
- Input bookings on system
- Planning allocation of work, ensuring vehicles not overweight complying with legislation and regulations
- General administration duties
- Liaising with courier drivers/staff
- Reporting incidents, escalating issues to management
- Informing clients

Personal Specification

- Previous experience within courier/logistics (desirable)
- Data input (essential)
- Administration background
- Communication skills

Benefits

- Access to our employee assistance programme
- Eligibility for discounts with retailers and travel agents; online and on the high street
- Refer a friend scheme
- Employee of the month scheme
- Company events
- 28 days holiday including Bank Holidays per year