

LOGISTICS ADMINISTRATOR

Are you looking to join one of Bristol’s most inspiring companies as selected by the London Stock Exchange 2016? Are you hard working and have administration experience? If yes, then this could be the opportunity you have been waiting for...

Charles Saunders Ltd, a Bristol based wholesale company, who were 2017 winners of the Bristol Posts Large Business of the year award, are currently seeking a Full Time, Permanent, Logistics Administrator to join our busy logistics department at our head office based in Yate.

Salary:	£18,000-£19,000 per annum (Depending on experience)
Additional Benefits:	<p>Additional Benefits include</p> <ul style="list-style-type: none"> • Pension • Life Assurance • Income Protection • Access to employee discount benefit portal • Employee Assistance program (EAP) • Cyclescheme • Up to 25 days holiday per year
Hours:	Full Time, Monday-Friday 09:00-17:00 (Hours may be amended on occasion to suit business requirements)
Probation Period:	6 Months

ABOUT THE COMPANY

Charles Saunders Ltd have been established in Bristol for over 50 years. We supply a full range of frozen, chilled and ambient foods, fresh and frozen seafood, together with an extensive range of tableware and disposable products.

ABOUT THE POSITION

This position will suit someone who is enthusiastic, has a flexible attitude and has previous administrative experience. Experience of working in a busy logistics department would be advantageous. The logistics team is made up of company drivers and warehouse personnel and assistance is required to both departments.

Responsibilities will include but are not limited to:

- Provide clerical and administrative support to the logistics department
- Assist with transport legislation, fleet management, tachograph management and health and Safety
- Accurately input and review company driver weekly hours ensuring any discrepancies are reported
- Assist company drivers with general enquiries and report any delays, breakdown issues to the relevant department
- Regularly monitor employee driving licenses for penalty points and to check validity
- Ensure logistics personnel complete and return company documentation in a timely manner
- Keep a log of any company property that has been issued to logistics employees
- Communicate new policies and procedures within the logistics department
- Maintain logistics department paperwork and keep appropriate records up to date
- Create and maintain an easy to use filing system
- Build effective relationships with colleagues and customers to encourage the efficient and effective operations of the department
- Assist the HR Department with checking that new starters have relevant documentation including valid driving licence and qualifications
- Log employee absence requests and communicate with the HR department to ensure holiday allocation is accurate
- Process credits on a daily basis, managing and maintaining weekly logs
- Order PPE as and when requested
- Assist with developing cost / time effective solutions to logistics issues

LOGISTICS ADMINISTRATOR

Skills & Attributes:

- Full UK Driving licence is essential, as travel to customer sites may be required on occasions
- At least 2 years previous administrative experience
- Computer Literate with the ability to learn new systems
- Highly organised with the ability to work under pressure and to deadlines
- Capable of working unsupervised in a fast-paced environment and to remain calm under pressure
- Excellent verbal and written communication skills
- Excellent customer service skills, enabling good customer relations
- Flexible approach to work
- Knowledge of transport legislation or working in a logistics environment is desirable but not essential as training will be given

All applicants must provide proof of eligibility to work in the UK.

Charles Saunders Ltd is an equal opportunity employer, dedicated to a policy of non discrimination.

Due to the volume of applications received only successful applicants will receive a response.

NO AGENCIES PLEASE.