



*An opportunity currently exists for a:*

## **Despatch Co-ordinator**

**REPORTS TO:** DC MANAGER  
**LOCATION:** Raunds, Northamptonshire  
**HOURS:** 36.25 per week  
**CONTRACT TYPE:** Permanent, Full Time

We are looking for an enthusiastic Coordinator to be the front line driver of our day to day warehouse activities in a busy, vibrant Distribution Centre.

### **Duties/Responsibilities**

- Follow and encourage safe working practices at all times.
- Ensure all daily operational targets are met in line with company and customer expectations.
- The coordination of all outbound and inbound freight.
- Carrying out and documenting team briefings.
- Covering absence and any additional planned operational requirements when needed
- Liaising with Customer Service Teams and departmental Managers to ensure smooth running of daily operations

To complete this role effectively, there is an expectation that the person will spend the majority of their time actively working with the team members within the DC and will need to adopt a hands-on approach.

### **Person Specification**

- Proven skills within a modern Distribution centre environment is preferable as candidates will need to demonstrate an understanding of complex logistics requirements.
- Ability to coordinate activities. The successful candidate will coordinate a team on a daily basis and be results orientated to achieve targets.
- A proactive style of thinking and problem solving and an ability to work under their own initiative.
- Good team working skills – must enjoy working in a team environment, with the ability to liaise with other members of the team on site and across functional and geographic boundaries.
- Intermediate PC skills – The successful candidate will be expected to gain in depth knowledge of our in house warehouse management systems and must have a good knowledge of MS Office, especially Excel.

### **Benefits**

- 26 days annual holiday plus bank holidays
- Private Medical Insurance
- Health care cash plan
- Life Assurance worth 4 times annual salary
- 36.25 hours working week

**If your skills and experience match the requirements listed above and you would like to apply for this vacancy, please send your CV to:**

[uk.careers@avery.com](mailto:uk.careers@avery.com)

