

Despatch Clerk

Neptune is a leading manufacturer of beautifully crafted furniture and accessories for the whole home based in Swindon Wiltshire. Established in 1996, we are a unique and energetic company who have achieved sustained growth over the past decade within a competitive market.

We are looking for a Despatch Clerk who will have responsibility for booking in deliveries with customers, despatching stock off the system and creating delivery notes for distribution runs.

Your objectives will be:

- Book all end user deliveries in for the business, outlining the estimated arrival times to the customers and communicating in a professional manner.
- Record information on the run sheets and ensure all customer information is correct for the delivery function to take place without any issues.
- Despatch stock from the computer system (ilink) within the agreed time period, printing off and creating the delivery notes and ensuring the drivers run pack is complete and correct.
- Assist with all administration tasks within the distribution department including filing delivery notes, issuing P.O numbers, data entry and responding to department's e-mails.
- Support the sales support personnel with delivery information and update the computer system (ilink) accordingly.
- Ensure ilink is always updated with all available information accurately and in a timely fashion.
- Support the Transport Co-ordinator with administration tasks and support the Despatch Controller with route planning during holiday periods.
- Assist with the return process and the rebooking of failed deliveries.

You will require the following skills and qualifications:

- Excellent written and verbal English.
- Experience in a Despatch, Transport, Warehouse or customer service role.
- Good computer skills and the ability to pick up new systems quickly.
- GCSE English grade C or equivalent is desirable.
- Ability to adapt in a fast moving business, to be able to take on new challenges and responsibilities.
- Good problem solving and organisational skills with great attention to detail.

You will need to be a good communicator with a warm, friendly and engaging personality.

This role will be based in our Swindon office. Hours of work will be 11.30am until 8.00pm Monday to Friday. Salary is negotiable depending on experience.

The closing date for completed applications is Wednesday 9th May 2012.

To apply please email your CV and salary expectations to Kathryn Rotherham at recruitment@neptune.com. For further information please see our website www.neptune.com

No agencies please.