



Job Description – Warehouse Administrator/Operative

Meachers Global Logistics is one of the UK's leading independent providers of international freight and transport logistics services. For over 50 years, the company has built an enviable reputation by providing customers with *Complete* solutions to their Freight Forwarding, Supply Chain Management, UK Warehousing, Distribution, Logistics and Contract Management, Training and Advisory requirements.

The role:

This is an excellent opportunity for someone who has experience in the day to day operation of a Warehouse and Office environment. The ideal candidate should have a good understanding of Microsoft Office packages. They must also thrive as part of a busy team but have the initiative to work alone with a high level of accuracy. FLT certificate is preferable but not essential and flexibility to cover different shift patterns is a must.

They should be self-motivated and ambitious and looking to join a well-established Logistics Company.

Key Tasks

- **Administrational duties and the use of spreadsheets to record data.**
- **Order picking, within tight deadlines to a very high level of accuracy, before shipments to satisfy customer requirements.**
- **Ensuring pallets are built correctly and ready to be transported onto the trucks.**
- **FLT operations.**

Person Specification:

In order to be successful in this position you will need to ideally have experience in a warehouse and/or office environment and be confident in working with a wide range of people. You will need to be proactive in your approach as you will be required to maintain stock control, process orders and record various data accurately.

You will need IT skills, to be a good communicator on all levels and have good organisational skills to ensure optimum operational running of the warehouse and office.

Key Accountabilities:

Reporting to the Depot Manager you will be required to assist the depot team in all aspects of daily operations. This is a varied role and to be successful, you will need to show initiative and understand where your time will be of most benefit during the day, in tasks such as fork lift operation to completing daily spreadsheets and KPI's.

Hours of Work:

Core Hours are 40 hours per week, with flexible working as required. The successful candidate will be required to cover various different shift patterns, within the depots working structure, throughout the year.

Benefits:

- 23 days holiday per year
- Salary £ 18 k pa