



## **Job Description – Derby Depot Administrator**

Meachers Global Logistics is one of the UK's leading independent providers of domestic and international 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, Contract Management, Training and Advisory requirements.

### **The role:**

This is an excellent opportunity for someone who has experience in an office environment. The ideal candidate should have a good understanding of Microsoft Office packages, be confident and have good communication skills. They must be able to thrive as part of a busy team and have the initiative to work alone with a high level of accuracy.

The candidate must be flexible to cover a variety of day shifts as required, with suitable notice.

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

### **Key Tasks**

- **Recording and analysing data using spreadsheets.**
- **Receiving orders from customers and producing pick-lists from the in-house warehouse management system.**
- **Process orders and maintain stock control.**
- **Communicating with both customers and drivers to resolve delivery issues.**
- **Issue and collection of delivery notes and instructions.**
- **Recording and reporting on various Customer specified KPI's.**
- **Support and cover for the warehouse operations during peak and holiday periods once appropriate training has been provided.**

**Person Specification:**

The successful candidate will ideally have experience of a busy office environment, preferably within the transport and warehousing sector.

They should be confident and capable of working with a broad range of people and be proactive in their approach.

Good organisational and IT skills are essential to ensure accuracy of data input.

**Key Accountabilities:**

Reporting to the Derby Depot Manager, the successful candidate will be required to assist the team in all aspects of daily operations. This is a varied role and to be successful, the candidate will need to show initiative and understand where their time will be of most benefit during the day.

**Location and Hours of Work:**

The candidate will be based in our Depot located in Raynesway, Derby.

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

**Benefits:**

- 23 days holiday per year in addition to Bank Holidays.
- Salary £ 18 k pa.
- Death in Service Benefit after a qualifying period.
- Company Pension Scheme.

**How to Apply:**

To apply for the role of Depot Administrator, please forward your CV and covering letter to [derby@meachersglobal.com](mailto:derby@meachersglobal.com).

Due to the large amount of applications, only successful candidates will be contacted.

**No agencies please.**