

Raw Materials & Stock Coordinator - Logistics/Transport Office

This varied and busy full time role has responsibilities for:

- The effective delivery of raw materials and stock into the mill to ensure efficient production
- Troubleshooting daily supply issues whilst maintaining professional internal and external communication
- Accurate recording of raw materials, bulk and bag stocks
- Dealing with invoice queries
- Managing supplier contracts
- Providing cover across Weighbridge and Product Testing
- Provide help with routing of multi drop deliveries
- Stock taking

What we are offering:

- On-going training and development (incl FLT and Truck/Trailer training)
- 5 day week, 8.30am to 4.30pm (with occasional Sat/Bank Holiday work on rota) (Flexibility required to start early/finish later for Weighbridge holiday/absence cover, either 5.30am start or 8.00pm finish)
- 5.6 weeks holiday plus 4 days accrued with Length of Service
- Health Care Scheme (cash back on medical services)
- Discretionary Occupational Sick Pay

What we are looking for:

- Ideally someone with a background in transport or logistics with an ability to plan, forecast and work to deadlines
- Excellent communication, negotiation and influencing skills
- Ability to think on the spot and adapt to dynamic situations

**Interested? Send your CV and a covering letter to:
HR@harpersfeeds.co.uk**