

# JOB DESCRIPTION



**Job Title:** Logistics Support

**Responsible To:** Depot Manager

**Location:** Based at own depot

## Main Purpose of the Job:

- To ensure an efficient and effective customer service through good practices and processes
- To assist with delivering a first class distribution and warehousing service with budget and KPI's
- To assist with the administrative functions of the depot to be efficient and effective and in accordance with Company policy and requirements
- Order entry and producing delivery documentation
- To manage the Working Time Directive information, uploads for the FTA and entering appropriate data on CFC
- To receive, store and despatch products ensuring that appropriate Company procedures are followed
- To manage the store and follow BASIS requirements within the store at all times
- To keep the store in a clean and safe manner at all times
- Periodically to drive a company vehicle for deliveries as required by the Depot Manager
- Provide any necessary information regarding driver/vehicle
- Report any personal injury, vehicle or property damage immediately
- To Support any admin processes as required

## Qualifications and Skills Required:

- Driving License – van driving
- Clean driving license
- Driver CPC
- Be qualified to operate a FLT
- Excellent IT skills – Microsoft office products and business systems and processes
- AX
- Admin/Customer Service skills
- Good interpersonal skills
- Close attention to detail
- To have worked autonomously in previous role
- Ability to communicate well in both written and verbally