

**Job title:**

Logistics Stores Operative

**Job location:**

Southport UK

**General:**

- Salary is dependent on experience within a similar role, will consider candidates of all levels.
- Monday- Thursday 7:30am- 4:15pm, Friday 7:30am- 12:30pm
- 25 days' holiday + bank holidays'
- On- site parking
- Company pension scheme, on completion of probationary period
- Training provided for candidates with limited role experience and knowledge

**Key Responsibilities for the Stores/Despatch Coordinator role:**

- Manage and maintain stock control of finished parts
- Support Despatch area as required
- Timely receiving of goods and booking into system
- Issuing of finished parts, maintaining stock integrity
- Coordinate and progress parts movement for delivery on time to customers
- Locate, pack, and despatch UK / overseas orders
- Control finished goods stock and undertake perpetual stock takes
- Ensure orders and shipments are packaged and shipped to required standards
- Identify and implement operational improvements in the finished parts storage area
- Review order book for due orders and chase internal suppliers
- Produce and edit despatch notes and invoices as required
- Generate transport documentation and book transport as needed
- Cover operation and supervision of Material stores if required
- Maintain high standard of housekeeping at all times
- Operate and maintain forklift, including daily safety checks ( desirable)

**Key Relationships for the Stores/Despatch Coordinator role:**

- Reports to: Logistics Supervisor
- Internal: Operations, Purchasing, Quality, Sales
- External: Suppliers, Customers

**Required Competencies for the Stores/Despatch Coordinator role:**

- Strong organizational and time management skills
- Attention to detail and accuracy
- Ability to work in an organized and safe manner
- Proficiency in stock control systems
- Good communication skills
- Ability to prioritize tasks and meet deadlines
- Problem-solving skills
- Forklift operation skills (desirable)

**Essential Qualifications for the Stores/Despatch Coordinator role:**

- Experience in stock control and inventory management
- Knowledge of warehouse operations and procedures
- Familiarity with health and safety regulations in a warehouse environment
- Proficiency in using computerized inventory systems

**Desirable Qualifications or experience:**

- Experience in a manufacturing or production environment
- Knowledge of international shipping procedures
- Familiarity with quality control processes
- FLT Counterbalance or Reach licence

**Applications:**

Please email your introduction letter with a comprehensive CV to Dave Poole, Managing Director, [dave.poole@lattimer.com](mailto:dave.poole@lattimer.com)