

Despatch Clerk

Job Description

HYDAC was founded in 1963 as an independent provider of hydraulic accessories and is today an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners world-wide.

We are currently looking for a full time Despatch Clerk to join the team. The successful candidate will report directly to the Warehouse/Site Manager.

Principal Objective:

To prepare and complete accurate despatch records.

Main Duties:

1. Preparation of despatch documentation and certification for Customers orders as required and in accordance with Quality procedures.
2. Handling despatch of the orders as per the Sales Office requirements and quality procedures.
3. Pass release notes to the Invoice Clerk promptly and on a next day basis wherever possible.
4. Liaison between Couriers and Sales Department, ensuring continuity.
5. Checking sales invoices according to the approved procedure, for submission to the Finance Department.
6. Maintenance of electronic Delivery Address file.
7. Ensuring written Despatch Procedures are at all time correct and enable continuity to cover.
8. At all times supporting each other, and above all, Customers, by being courteous and prompt in the despatch of your daily duties.
9. Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities.

The nature of the role means we are looking for someone who is confident and has excellent interpersonal skills. Working within a small team environment the ideal candidate will possess the following attributes:

- Educated to GCSE Standard or equivalent
- Have experience of working in an office and warehouse environment
- Experience of despatch procedures
- An understanding of quality procedures
- Ability to work to tight deadlines
- A confident telephone manner
- IT literate including experience of SAP or similar system
- Alpha-numeric literate
- Use of Microsoft packages including MS Outlook, Excel and Word
- Ability to work with minimal supervision
- Attention to detail
- Flexibility
- Excellent Verbal Communication Skills

Location:

The role will be based at our UK headquarters in Witney, Oxfordshire.

If you are interested in applying for the above position please forward a covering letter and CV, including salary expectation, to recruitment@hydac.co.uk quoting the reference 'DespClerk01'