

Do you want early finishes on a Friday? Then this could be an exciting role for you! An opportunity has arisen for a Despatch Assistant within our Despatch Department. We are looking for an enthusiastic person to join our team in Dorset. You would be working 08:00-17:00 Monday-Thursday and 08:00-14:00 on a Friday.

**Key Areas of Responsibility:**

- To be an integral part of the Despatch Team
- Ensure company policies, procedures and systems are adhered to within area of responsibility

**Working with the finishing rewind department to ensure:**

- Orders are transferred to the WIP pallets for the rewind department
- Support the CS Team function through clear communication of possible delivery failures in line with the Amberley standard of service
- Liaising with all internal departments to establish when jobs will be ready for despatch
- Ensuring all shipping requirements are adhered to using couriers' portals and MIS system
- Ensure finished goods stock is kept up to date with correct quantity and cost
- To be available to drive company van according to the weekly schedules
- Cover Goods In and support company recycling program
- To adhere to the company Health & Safety and Hygiene policies
- Fully understand and despatch customer's delivery expectations as per training given

**Key Requirements:**

- Ability to communicate effectively
- Must be dexterous
- Good level of accuracy and attention to detail
- Friendly, approachable, and flexible – a team player
- Professional
- Forward thinking
- Proactive, positive, enthusiastic - demonstrates "can do" attitude
- Previous experience working in a production environment desirable but not necessary
- Computer literate

**Selection:**

This is an excellent opportunity to join a progressive business who invest in people. Should you feel that your skills and experience match the specification, please forward your covering letter and CV along with your salary expectations to our team.

Due to the volume of applications we receive, unfortunately we are unable to provide individual feedback. If you have not heard from us within 7 days after the closing date, then please assume that your application has not been successful.