



NILORN UK LTD

ADDING VALUE TO YOUR BRAND

BRANDING • DESIGN • PRODUCT DEVELOPMENT • LOGISTICS

Job description – Despatch Clerk

Overview

- Work as part of a team
- Reporting to Despatch Manager/Supervisor

Responsibilities - Despatch

- Run the days orders from ERP, pick and make ready for despatch
- Process and book in orders delivered from production
- Direct despatches to be made ready for despatch
- Urgent orders requested by sales to be despatched throughout the day

Responsibilities - Goods In

- Deliveries received - check against delivery note and purchase order
- Finished products to be checked against product approval
- If accepted then booked in to stock
- If not accepted put on non conforming trolley and relevant sales person informed
- Demands run, picked and to be made ready for despatch
- Direct despatches checked in the same way as above then made ready for despatch
- Rolling stock take to be done when no orders to pick usually 1 sweep per month

Personal Skills Development

- Time management – working to deadlines
- Systems Knowledge (not essential as training will be given) – Excel, Word, Outlook, ERP
- Strong communications skills – face to face, telephone and electronically
- High level of literacy and numeracy
- High level of attention to detail
- Accuracy in all areas especially literacy and numeracy
- Personal development

Personal Attributes

- Adherence to the practises and procedures of Nilorn UK as outlined within QMS manual and departmental processes
- Working as part of a team to meet company objectives
- Promote Nilorn's products, services and core values at all times
- Working to get the job done as necessary
- Effective and professional communication skills
- Travel maybe required as part of the role

ADDRESS

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REGISTERED

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