

Position:	Logistics Administrator
Location:	Golborne
Position Type:	Mon-Fri 7.30am – 4.00pm
Salary:	£18,144.10

Company Overview: WBS are a market leader of the technical development, supply of external wall insulation systems, through-colour renders and decorative coatings.

The main responsibilities will include:

- Liaising with customer's regarding delivery dates
- Dealing with External Logistics Companies
- Dealing with customer's orders
- Negotiating Logistics Costs
- Booking Haulage
- You may be asked to complete any other tasks relevant to this position
- The role will also require you working with and helping other colleagues
- Raising purchase orders
- Liaising with suppliers

The main skills and experience needed must include:

- A professional telephone manner
- Numerical skills would be an advantage
- Applicants must be reliable and able to work on own initiative
- Experience in a busy sales office, logistic office or customer service role an advantage
- Experience with Access and Excel databases an advantage