

Stock and Transport Administrator Nights - Secondment

Duration until: Tuesday 3 September 2019

Location: Isleport

Salary: Competitive

Closing Date: Friday 21 June 2019

This role is open to internal applicants only.

So what will I be doing?

As Stock and Transport Administrator you will be joining the Customer Services team in a distinctive, ambitious and trusted manufacturing company that is committed to making great British dairy the right way. Forever. Working closely with the Customer Services Team Manager you will be responsible for organising and administering the movement of customer goods through the supply chain.

The working pattern for this role is 4 on 4 off night (A shift) between the hours of 20:00 - 08:00.

Key responsibilities will include:

- Preparing customer orders in readiness for collection by the Operations team
- Organising transport bookings through internal and external delivery drivers
- Managing stock levels and provide key administration to the team
- Providing cover where required to assist/deputise for other members of the Customer Service Team

Sounds interesting, what do I need?

These skills:

- Excellent administration skills and the ability to meet deadlines
- Strong attention to detail and accuracy
- Able to communicate well with both internal and external customers
- Good I.T literacy including Microsoft Word, Excel and Outlook
- Be a strong team player with the ability to work independently when necessary

How do I apply?

To apply please send a copy of your CV and a covering letter to careers@yeovalley.co.uk

Closing date: Friday 21st June 2019

Please bear in mind that our closing dates are used as a guide for when the application window is expected to close. We reserve the right to close the application window sooner than the date displayed if we can. **We therefore recommend that you get your application in straight away – and don't miss the opportunity to join us.**

Why should I join the family?

At Yeo Valley we are independent, British and proud to be making the highest quality yogurts, desserts and ice cream under the Yeo Valley brand and for many of the UK's major retailers. Operating from four dairies and two logistics centres in Somerset and Devon, we employ over 1700 staff and produce more than 25% of the UK's packaged yogurt.

We're sure you don't need convincing, but there's a whole host of benefits that we offer including: 25 days' holiday, plus bank holidays, pension scheme, healthcare, childcare vouchers, cycle to work scheme, subsidised products and services and preferable rates with our partners.