



Dried Fruit, Nuts, Seeds & Pulses

As one of the UK's leading importers of dried fruit, nuts, seeds & pulses Chelmer Foods is in the enviable position of working with major blue chip manufacturers and retailers on a daily basis. We have an experienced and vibrant team looking to push the company forward.

Position: Shipping Coordinator

Site: Head Office, Braintree

Report To: Directors

Working Hours: 9am – 5.30pm Monday to Friday

Salary: Negotiable depending on experience

Holiday: 20 days plus 8 bank holidays

Job Overview: Working in a team of 8 people the job is to encompass the intake/arrival of containers from our suppliers worldwide into our third party warehouse and get the correct product to the customer when requested. The role will need someone who's comfortable to speak to customers and suppliers on a daily basis.

Responsibilities & Duties

- Checking, querying & inputting of supplier invoices on to system for payment
- Manage the documentation of incoming stock with service providers
- Ensure that stock rotation with regards to BBE is correctly managed
- Landing stock on our bespoke computer system
- Invoicing customer orders & liaising with hauliers regarding deliveries
- Working with the sales team to keep customers appraised of any delays with orders
- Advise buyers/planners of low stock levels on product lines

Preferred Skillset

- Attention to detail is absolute key to this role
- Desire to ensure that the company is paying the correct rate & saving money at every opportunity
- Confidence in dealing with colleagues, customers & suppliers
- Competent with Microsoft office
- An attitude to muck in during busy times



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