

MAX ROLLITT

Job Description

Job Title:	<u>Logistics Coordinator</u>
Location:	Max Rollitt, Yavington Barn, Lovington Lane, SO21 1DA
Hours:	37.5 (Part-time considered)
Reporting to:	Marketing and Sales Manager
Responsible for:	Freelance delivery drivers (where necessary)
Salary:	£25-27k per annum (depending on experience)

Job Purpose

To manage and implement logistics and deliveries for antique and bespoke stock, in-house and working with external couriers shipping and distributing items nationally and to the EU.

To manage the warehouse and all storage areas.

To support the processing of antique sales.

Main Duties

Logistics

- Arrange delivery and fulfilment of orders working with external couriers
- Day to day route planning
- Courier Management, handling shipping and deliveries, advising on customs and duties and ensuring that all deliveries are tracked and monitored
- Effectively run weekly meetings to discuss logistics and upcoming events to enable efficient planning with relevant team members
- Regular communication with in-house production team for distribution of items between external suppliers and trades

Stock control

- Management of warehouse goods in/out, liaising with external companies and delivery companies to ensure smooth entry into the building working closely with the Showroom Manager
- Effective antique and bespoke stock management and control
- Effective management of storage and inventory using relevant desk based systems and processes using software in addition to keeping information boards and staff updated working with Marketing and Sales Manager

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Sales support

- Supporting the Marketing and Sales Manager in sales administration for antiques from original purchase to final delivery.

Other

- Day-to-day tasks commensurate with the role such as collecting supplies and ad-hoc delivery driving
- Some office administration – including travel booking
- Regular manual-handling

Person Specification

- Excellent customer service and communication skills – phone, email and verbal
- Excellent organisational skills with the ability to multitask
- Working to high standards and attention to detail
- Strong IT and administrative skills – knowledge of Microsoft 365 – outlook, word and excel
- Experience working with inventory systems
- Experience supporting and working with a team
- Ability to work under limited supervision
- *Can do* attitude and pro-active approach to working
- Ability to meet deadlines and handle confidential information on a regular basis
- Being able to work to deadlines
- Interest in design or antiques