



**PERMANENT OPPORTUNITY
DIRECT DESPATCH COORDINATOR
LISTERHILLS - BRADFORD
Ref No: E292**

A permanent opportunity has arisen for a Direct Despatch Coordinator working in the Logistics team and based at Listerhills warehouse, Bradford. The hours for this role are 37.5 per week, Monday – Friday.

The purpose of the role is to monitor and expedite overdue and potentially overdue orders of Direct Despatch accounts to ensure that on time stock availability is maximised and delivery promise to customers is met.

If you.....

- Have excellent communication, organisation and listening skills
- Have an understanding of the FGH DD supplier process and movement of goods from supplier to customer
- Have an understanding of DD Track systems
- Are PC proficient, specifically MS Word and Excel
- Have knowledge of the FGH mainframe
- Have strong organisational skills to manage workload
- Ability to use own initiative and take ownership
- Ability to be precise and clear both verbally and written
- Ability to represent the company in a professional manner
- Have a flexible approach and the ability to adapt to changing situations

To apply

Email applications@fgh-uk.com with your CV and a covering letter outlining the reasons why you feel you are suitable for the role. Please quote the reference number in the subject of your email.

**This role may be subject to credit and DBS checks
FGH is committed to the fair treatment of customers at all times**

