

Job Title: Despatch Operator

Salary: Competitive

Location: Fordingbridge, Hampshire

Job Type: Full time, Permanent

About us and the role:

This is an exciting opportunity to join our rapidly expanding business. Corintech is an international company looking for creative, driven and committed individuals to join our team.

Based in Hampshire, we are a world leader in the design and manufacture of advanced monitoring and data-logging systems, and provide bespoke design and manufacturing services to other market-leading companies.

We are advertising for Despatch Operator to ensure that the despatch department runs smoothly and that products leave the warehouse and get to the customer on time.

Main Duties:

- To create despatch notes for the customer and ensure the products leave despatch on time
- Maintaining stock in despatch, ensuring sufficient stock holding and replenishing as and when required
- Booking courier services to enable fast and efficient delivery of products
- Ensuring every product that leaves despatch is packed safely and efficiently to ensure the customer receives the product in its intended state
- Maintaining the availability of packing consumables e.g. bubble wrap and re-ordering more if required
- Ensuring accurate stock levels during monthly rolling stock check
- To ensure the Despatch department is clean and tidy, to maintain a neat and professional appearance and to sustain a positive working environment, ensuring full contribution to the team effort at all times
- To work in a safe and efficient manner at all times, adhering to policies and procedures relating to Health and Safety
- When required, support the materials department as per the Materials Assistant job description, when and where the need arises as directed by the Stores and Despatch Supervisor

Key Requirements:

- Have excellent communication skills, both verbal and non-verbal
- Is well organised, has the ability to multitask and remains calm when under pressure
- Is self-motivated and can work with minimal supervision
- Is computer literate and can use the systems required for the Despatch role
- Willing to undertake any training relevant to the role.

In Return, we offer a great package including coaching, training and many rewards and benefits.

We offer advantages such as, generous pensions, discretionary bonuses, share option schemes and work experience. Not to mention the efforts we make to make your work life as

good as possible including an on-site gym and hair salon, free fruit and freshly ground coffee, various social events and more.

The opportunities are global - with offices in the UK, US and Hong Kong there's no telling what prospects your career with us might give you.

If this role appeals to you and you wish to find out more information please contact: Kelly Strange Kelly.Strange@Corintech.com

Non-smokers only.

No Agencies. Any approach from employment agencies will result in deselection from future recruitment opportunities.