



## JOB VACANCY

### Despatch Assistant

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 Despatch Department.

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

#### **Purpose of the role:**

- Receive goods into Despatch and correctly locate them.
- Prepare goods for despatch to customers.
- Create despatch notes for the customer and ensure the products leave despatch on time.
- Book courier services to enable fast and efficient collection and delivery.
- Take part in the monthly and annual stock checks.
- Work in a safe and efficient manner at all times, adhering to policies and procedures relating to Health and Safety.
- To support the Stores department, when the need arises, as directed by the Despatch and Stores Supervisors. This may be up to several days or weeks, and forms an integral part of the role.

#### **Skills:**

- Literate and numerate, with a good understanding of written and spoken English.
- Has excellent communication skills.
- Computer literate.
- Well organised, has the ability to multitask and remains calm when under pressure.
- Self-motivated and can work with minimal supervision.
- Willing to undertake any training relevant to the role.

#### **Benefits:**

- Usual hours: 8:30am - 5pm Monday to Thursday, finish 4pm Fridays (37.75 hrs per week)
- 28 days holiday inc. Bank Holidays, entitlement increases after 2 years
- After 8 years working for Corintech, paid one month sabbatical
- Free fruit
- Freshly ground coffee
- Coaching/Training

This role is a busy one, for anyone willing to get stuck in and make a difference, together with being an ideal opportunity for you to build a career within the electronics industry if desired.

**Full Training will be provided.**

**Corintech is a non-smoking company**

If this role appeals to you and you wish to find out more information please contact: [personnel@corintech.com](mailto:personnel@corintech.com)