

Job Description

Position:	Dispatch/Sales Co-ordinator (Multi-tasking role in Dispatch, Sales, Admin)
Location:	Tern Hill
Reports to:	Treatment Director with dotted line to Sales Director as appropriate
Direct Reports (if any):	None
Hours of work:	Full time – Monday to Friday 40 hours (flexible) plus 18 Saturday mornings [8-12] pa once Sales trained

Overview of business

Timberlink operates one of the largest inland custom timber treatment centre in the UK with blue chip customers and carries the largest range of treated timber in the UK. It also has the largest drive thru timber yard in the UK. Timberlink has achieved this over 36 years with its corporate motto/mojo of 'can do, nay bother' with a highly skilled, hands on team who handle whatever they are asked to do in a safe and highly efficient manner.

Main purpose of the job

Working in a busy office/production environment, this hands on and varied role helps support working processes in the Timber treatment plant, Sales, Dispatch and Stock control, which in turn contributing to the further growth of Timberlink, especially in e-commerce.

Key Responsibilities and Tasks

Timber treatment plant: Assist Treatment Director & staff with,

- Treatment schedules, charge sheets & spreadsheets
- Preparing Dispatch delivery notes & checking off lorries with Goods in
- labelling of packs
- Managing stocks including carrying out physical stock takes
- Liaison with customers & hauliers
- Manage chemical testing & records
- Plant tidiness
- Update of Maintenance schedules
- Unloading & Loading of Vehicles using a FLT as required
- IED and statutory compliances
- There will be the requirement for flexibility and for working outside when checking off stock/timber in etc.

Sales: Assist Sales Director & staff (once trained) with,

- Sales support, customer calls and raising orders, invoicing & purchasing
- Stock - stocktakes & records
- Delivery planning
- All aspects of e-commerce sales, updating website/media accounts
- Take out the odd delivery on 3.5 t vehicles

Other:

- Administrative support for the directors as needed
- Answering incoming calls
- Company website and social media accounts
- Any adhoc projects as and when required

Health, Safety and Environment

- Responsible for your own safety and not jeopardise the health and safety of others.
- Ensure you, your team and any visitors comply with all statutory and site Health, Safety and Environmental procedures.
- Ensure unsafe practices or conditions, accidents, incidents and dangerous occurrences are reported accordingly, and corrected where practicable.
- Ensure correct PPE is worn at all times
- Collectively as a team ensure site is kept tidy

Skills, Attributes and Qualifications
<ul style="list-style-type: none">• Excellent communication skills both verbal and written.• Able to ask challenging questions in order to improve upon processes• Highly numerate• Analytical, 'whiz' on spreadsheets with accurate data entry skills (Microsoft)• Organised with eye for detail• Used to multitasking, working to deadlines• Positive, flexible, 'can do, nay bother' get up and go to attitude• Practical, resourceful, hands on• Self-motivated, team player• Desirable - Farming or rural life background• Clean UK driving licence• Ideally hold a counterbalance fork-lift truck licence (must be willing to train and gain qualification)

You may be required to work in any area of the business where work exists for which you possess the necessary skills and/or be prepared to undergo training/train others as required by the company.

This job description should be taken as a general guide and the company reserve the right to update and amend it in keeping with operational requirements, which may change from time to time.

I have read, understood and received a copy of this job description.

Name (Print):	
Signed:	Date: