

Central Shipping Coordinator 1st Choice Concrete

Based at Aylesford, Kent

Competitive salary, incentive scheme, contributory pension scheme. Full time shift rota between the hours of 7.30am and 5.00pm.

THE ROLE

- As a Central Shipping Coordinator, you will play a pivotal role in ensuring our customers receive excellent customer service and our 1st Choice Concretes fleet of trucks are utilised efficiently.
- Day-to-day planning requirements of customer orders and ready-mix concrete deliveries.
- First point of call for drivers to ensure they understand their planned work and resolve any day-to-day issues.
- Provide excellent customer service by responding promptly and accurately to customer demands.
- Perform data entry tasks with precision and attention to detail.
- Manage administrative duties related to shipping operations.
- Handle customer enquiries over the phone and via email.
- Process quotations and orders accurately and efficiently.

THE REQUIREMENTS

- Previous experience in a shipping/planning role is advantageous.
- Geographical knowledge of the South East would be advantageous.
- Excellent communication skills, both written and verbal.
- Ability to multitask and prioritise tasks effectively in a fast-paced environment.
- Good knowledge and experience of software applications, particularly Excel.
- A proactive and customer-focused attitude.

TO APPLY

To apply, please email a CV with covering details to, tina.duffield@brett.co.uk
Brett Concrete, Brett House, St Michaels Close, Aylesford,
Kent ME20 7XE

The closing date: Tuesday 7th May 2024

Brett Group operates an Equal Opportunities Policy

Brett is the UK's largest independently owned building materials Group with over 60 sites across the South, South East, East and Midlands and employing over 700 people.

Part of the Brett Group of Companies, 1st Choice Concrete specialises in delivering small loads of concrete to local builders, DIYer's and Builders Merchants.

With a reputation for excellence, we offer superb development opportunities to people keen to be a part of our continued growth. As an independent business we can offer real job satisfaction in an environment which encourages you to contribute, supports you in getting the job done and enables you to become part of a team that delivers building materials for big ideas.