

Stores Coordinator, Bedford



A fantastic opportunity has arisen within Ceetak Ltd, a leading UK provider of sealing solutions, for a Stores Coordinator to work in a busy team within our Head Office Stores (Fraser Road, Bedford).

The company's capabilities include engineering, design and development. Based in Bedford, the company has been established for 51 years, experiencing healthy growth year upon year. Ceetak is dynamic, fast paced, and engineering led, operating in a wide spread of markets including medical, automotive, oil and gas, semi-conductors and motorsport.

The main part of the role is ensuring accuracy of stock and shipments of product supplied to our customers around the globe. Making sure product is delivered on time, while keeping our internal team updated. You will need to create paperwork in our systems so you must have experience of using a PC in a stores environment. A keen attention to detail is imperative.

Reporting to the Warehouse and Shipping Supervisor, the Stores Coordinators duties will include but are not limited to:

Main Duties

- Unloading and loading delivery vehicles
- Receiving, checking and labelling of inward goods
- Allocation of storage locations and placement of goods within the locations
- Picking, packing and shipping outward goods
- Kitting, individual bagging other value-added services

Additional Duties

- Manage the logistic process of all imports and exports ensuring shipments are on time.
- Arrange couriers and transport as necessary to ensure the product arrives with the customer within the timescales given.

Competencies

- Excellent communication skills
- Good computer skills
- Commercial awareness
- Excellent attention to detail
- Strong desire to learn and improve
- Methodical and organised
- Problem Solving
- A real team player
- Pro-active and able to work on own initiative
- Numerate
- Positive, can-do attitude
- Health & Safety awareness.

Previous Experience

- Administration experience is essential
- Stores experience is essential
- Logistics experience is desirable
- Customer service is desirable.

Salary: Competitive
Bonus + Contributory Pension Scheme + Health Care Scheme.

If you meet the above criteria then please apply now by emailing:
recruitment@ceetak.com