

## Logistics Operative

We currently have a vacancy for a motivated team player to join our company as a logistics clerk, working at our busy manufacturing site in Leeds.

The successful candidate will contribute towards the efficient day to day running of the despatch department ensuring department processes and procedures are adhered to along with delivering a positive customer experience to ensure we are a world class manufacturing company.

### Duties/ Responsibilities:

In this role you will be responsible for customers' deliveries and processing orders through our costings department ensuring all returns are processed within one day.

In addition, you will:

### Main Task and Responsibilities:

- Process work from suppliers through X3 into stock and through to despatch stage accurately
- Maintain X3 with up to date notes on sales orders
- Box up deliveries for customers checking that all delivery notes match goods in each shipment
- Maintain a safe working environment
- Ensure safe working practices are followed
- Unpack work from customers when required
- Work with purchasing and customer services to ensure internal communications are clear and accurate
- Ensure that the work area and surrounding areas of the business are clean tidy and a safe working environment for themselves and other employees.
- Support other part of Logistics and the wider business as required
- Deal with logistics providers such as UPS and same day courier
- Other tasks as required

### Skills and Knowledge:

- Understanding of the demands of Logistics and Stores.
- Confident use of computer systems.
- You will need excellent attention to detail and be able to demonstrate excellent communication.

### Experience:

- Logistics and / or stores operations
- Fast paced environments
- Stock takes

### Desirable:

- ERP / X3
- Supervision of staff
- Working with finance

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# Vacancy

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If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV.

Application forms can be obtained by emailing the HR team on ([hr@steepergroup.com](mailto:hr@steepergroup.com)). Alternatively visit [www.rslsteeper.com/careers](http://www.rslsteeper.com/careers) and download an application form from the website.

**The closing date for applications is 6<sup>th</sup> August 2017**



Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards disabled people and we actively welcome applications from disabled people.