



Join our Team: Shipping Coordinator

The Role

We are currently seeking a Shipping Coordinator to join our busy Shipping team. The successful candidate will be responsible for the arrangement, monitoring, clearance and delivery of shipments of all our outsourced imports. It will be essential that arrangement of shipments meet company deadlines with the most efficient and cost effect freight solution. Liaison on a daily basis with our freight forwarders, warehouse team and couriers regarding invoices, purchases orders and lead times will be paramount.

Our Company

We are a successful company who believe that working together as one team will ensure that we achieve our Vision – 'To be a leading force in the global homewares sector growing our great British brands'.

What you will need to be successful:

The ideal candidate will be a highly organised, self motivated individual who has a passion for customer satisfaction. Coupled with excellent communication skills both written and verbal and will be able to present information in a clear and concise manner whilst ensuring attention to detail. Strong IT, interpersonal and negotiation skills are also essential to be successful in this role.

If you are confident that you have the drive and commitment required to make a full contribution to this vital part of our business please send your full CV to: scooke@portmeiriongroup.com

Closing Date: 29th July 2019

Please note: All applications will be processed within two weeks of the closing date. We reserve the right to close this position earlier than the published date should we receive a high volume of applications. The data collected by the submission of your CV is for the purpose of processing your job application and for statutory purposes. For more information please refer to our Employment Privacy Policy which can be found at www.portmeiriongroup.com and includes further information about processing of your personal data and your rights.

