



Warehouse Dispatch Supervisor

Job description & Person Specification

Supervising the Warehouse Dispatch Team ensuring that UK and export orders are checked and packed in a safe, efficient, and accurate manner following set procedures. Ensuring our customers get orders that are correct and on time.

Major Functions:

- Prioritising and allocating work to staff members.
- Supervising the Warehouse Dispatch Team.
- Checking overall scanning, packing and quality of orders.
- Drawing up paperwork, packing lists to meet international customs requirements
- Working with customer services to finalise orders for dispatch.
- Arranging and booking of documents, express orders and pallets for collection.
- Working with drivers to ensure correct shipments and paperwork is provided
- Keeping your areas tidy and organised.

You will report to the Warehouse Manager.

Working Hours: Monday to Friday: 9am – 6pm

Criteria	Essential	Desirable
Training & experience	<ul style="list-style-type: none"> • Supervisory Qualifications • GCSE Maths and English • Good PC Skills confident in office, excel, outlook • Confident telephone manor 	<ul style="list-style-type: none"> • Experience within the automotive aftermarket sector • Previous Supervisory Experience • Logistics background preferred • Previous General Warehouse/ Wholesale Operations experience • Experience of Using DHL Fed Ex TNT UPS DPD in high volume • Experience with CMR, ATR, Ekaer, Bill of Laden, Certificate of Origins, Airway bills and dealing with shipping agents preferred • In date Forklift Licence
Knowledge & Personal skills	<ul style="list-style-type: none"> • Highly motivated, confident and enthusiastic • High leadership ability • Effective communicator with people at all levels of the business • Problem solving skills • Attention to detail • Team working, able to build strong relationships (internally and externally) 	<ul style="list-style-type: none"> • Knowledge of international standards and special requirements for individual countries.

Please **ONLY** apply if you have the Essential skills

To apply, please send your CV to egraham@bgautomotive.co.uk or visit our Careers Page at: www.bgautomotive.co.uk/careers