

Expeditor

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers

We are looking to recruit two Expeditor's to join our established team at Bellbrook Park. The roles are initially based on a 12-month fixed term contract, with the possibility of extending subject to business requirements.

The Role

Reporting to the Expediting Team Leader your role will be to expedite all orders to an agreed delivery date to ensure total customer satisfaction is achieved and to reach the goal of a nil overdue situation.

Key tasks include:

- Twice weekly action the 'purchase order outstanding report'
- Take necessary action on processing of orders to ensure 100% stock availability.
- Action 'sales orders due' reports daily after receipt from sales.
- Work closely with purchasing and sales reacting appropriately to market/customer information
- Identifying poor performing vendors and liaising with supply chain manager to improve vendor performance.
- Liaise daily via email with goods-in team to ensure urgent items are highlighted for booking in at point of delivery to TR Fastenings

Working hours will be 37.5 hours per week Monday to Friday.

The Candidate

Ideally you will have a background within purchasing although this is not essential as full training will be provided.

Accurate typing skills and a good telephone manner are required as you will be working alongside our suppliers, Sales and Warehouse teams to ensure our customer demands are met.

To Apply

If you are interested in applying, please contact Katia Sparks Group HR Officer on 01825 747324 ext. 4324 or email your CV to Careers@trifast.com

