

## *Are you our next Logistics Coordinator?*

We are on the lookout for the perfect candidate to join our Ascot Family and operations and logistics team.

A great opportunity has become available to join our vibrant team here at Ascot International. The main responsibility will be to assist with logistical shipment / freight of a variety of chemicals to key customers worldwide, as well as communicating with suppliers and customers to ensure the timely delivery of goods.

Someone who wants to be part of a team that lifts each other up; a team that fails together and celebrates together. Someone who likes each day to be varied, the challenge of doing things differently, and the freedom to figure things out for themselves. We work hard, sure, but we have a laugh while we do it.

Sound like you? Here's the role up close:

### **WHAT YOU'LL BE DOING:**

- ✿ Assisting in Import and export documents, including customs clearances.
- ✿ Arranging movement of goods from third party warehouses for onward delivery to customers located in the UK and EU
- ✿ Customs compliance – record keeping
- ✿ Raising of invoices and customer orders.
- ✿ Liaising with third party warehouses – Picking of orders and labelling instructions
- ✿ Raising delivery notes
- ✿ Raising Certificate of Analysis'
- ✿ Ensuring shipping compliance.
- ✿ General admin and office duties.
- ✿ Purchase & Sales invoicing
- ✿ Stock management
- ✿ Ensuring all orders are booked in with customers before deliveries
- ✿ Key requirements include:
  - ✿ Experience in logistics - air, sea and road.
  - ✿ Knowledge of imports/exports.
  - ✿ Experience in UK/EU movements via road
  - ✿ Good communication, organisational and writing skills.



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- ✿ A positive attitude, flexibility, desire to learn, enthusiastic, self-motivated, conscientious, and passionate about work.
- ✿ Able to thrive as an individual and as part of a team.

*The successful candidate will be rewarded with a good salary and company bonus.*

### THE PERKS:

- ✿ Competitive 'Win Together, Lose Together' Bonus
- ✿ Optional medical cover
- ✿ Wellbeing support
- ✿ 20 days holidays plus bank Holidays. We do have a Christmas closure and expect some holiday entitlement to cover this closure.
- ✿ A truly flexible working culture
- ✿ A collaborative, creative, and inspiring working environment
- ✿ Employer pension contributions
- ✿ Great training and learning
- ✿ Free on-site parking
- ✿ Free Gym membership

**Job Type: Full-time, based in Stockport, UK.**