

<ul style="list-style-type: none"> ▪ Receive in (unload) all goods delivered to the company ▪ Carry out inspection of goods received – checking for damage, quantities, quality of items received ▪ Check goods against supplier’s packing lists and internal purchase order for accuracy ▪ Notify Production & Distribution Supervisor and Purchasing team of any damaged goods received, place it in the quarantine section and complete appropriate paperwork ▪ Ensure all stock movements are accurately recorded ▪ Coordination of stock returned ▪ Ensure all paperwork is taken to accounts daily 	25%
Good Out	
<ul style="list-style-type: none"> ▪ Accurately pick stock items in accordance with the outgoing paperwork ensuring conformance to the customer’s requirements ▪ Notify Helpdesk Team of any short shipments/short picks ▪ Pack and label all outstanding deliveries to ensure goods arrive undamaged ▪ Highlight potential stock shortage by being aware of production and service requirements ▪ Load ups/carrier shipments and ensure all paperwork is correct 	25%
Contacts - External	Contacts - Internal
<ul style="list-style-type: none"> ▪ Intercompany ▪ Transport Companies 	<ul style="list-style-type: none"> ▪ Director of Operations (USA) ▪ Production Supervisor ▪ Project Manager ▪ Customer Service Manager & Helpdesk ▪ Finance ▪ Purchasing & Inventory

Qualifications/Experience/Skill Set
<ul style="list-style-type: none"> ▪ Educated to bachelor’s degree or equivalent experience. ▪ Previous experience/background in a Logistic operations role, preferred ▪ Capability to work in a high intensity, fast-paced environment, dynamic global environment ▪ Commercial awareness ▪ A positive and determined attitude, with a high level of confidentiality ▪ Strong communication skills, both verbal and written ▪ Exceptional time management, anticipation and prioritization skills ▪ Excellent organizational skills ▪ Ability to be a self-starter with drive, initiative, and creativity ▪ Curious in nature and always looking to question, learn and look for better ways to do things ▪ Ability to deal with customers issues in a polite and courteous manner ▪ Ability to work under pressure to strict timelines ▪ Additional languages would be an advantage due to the diverse markets in which CASCO operates
Benefits / Incentives
<ul style="list-style-type: none"> ▪ 10 days holiday per annum plus bank holidays. ▪ Company bonus subject to the business achieving annual target. ▪ On-site parking.