

50%

| | | |
|--|--|-----|
| <u>Goods In</u> <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% |
| <u>Good Out</u> <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"> Vice President 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"> 15 days holiday per annum. Company bonus subject to the business achieving annual target. 6 paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. |

- Medical and Dental Insurance with company contributing 50% to the policy premium – benefits will begin on 1st of the month following 90 days of employment
- 401k plan with Safe Harbor Match of up to 4% - eligible to employees who have completed 6 months of service