

Logistics administrator

Immingham

Role:

Working part time in the Biofuels logistics team based at the Immingham site. The role will be administration and co-ordination of imports and exports to the site, this includes a numbers of products and forms of transport. The team is central to a growing Biofuels business and will support the local Logistics Co-ordinator.

Role to include:

- » Checking, processing and approving logistics invoices
- » Data input of daily figures into reports
- » Monitoring stock levels
- » Speaking with suppliers and haulier's daily
- » Emailing out reports and updates regularly
- » Working closely with the site and lab team
- » Reporting information to all levels of the organisation
- » Using databases, editing, reading and developing
- » Scanning, uploading and filing documents
- » Checking documents for errors
- » Covering the logistics coordinator at Immingham
- » May require some travel to sites or offices
- » May include work for Teesside and Amsterdam sites
- » Cover for the wider Logistics team
- » Adhok Biofuels and logistics work
- » Any other tasks as required by the business

Ideal qualities:

- » Organised
- » Ability to multi task
- » Problem solving
- » Ability to prioritise
- » Bigger picture thinker

Required:

- » Office experience
- » Microsoft Office proficiency

Desirable:

- » Excel knowledge
- » Logistics experience
- » Business related qualifications
- » Database experience
- » Accounts experience

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter highlighting how you meet the competencies we are looking for and detailing your previous experience to: Deborah.rees@greenergy.com

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for interview.

If you should have any queries regarding this position please call Debbie Rees 01827 302298.

Strictly no agencies