

## Role – Shipping Co-Ordinator (Summary)

This is a newly created position within the Operations Department at Audient Ltd, with the primary objective to ensure all UK & EMEA orders are despatched in accordance with planned operational schedules, whilst recognising the customers' delivery and local market expectations. The successful candidate will be highly motivated with a keen eye for detail, and a flexible "can do" positive approach to their daily duties.

## Role – Shipping Co-Ordinator (Responsibilities)

### **Shipping**

- Issuing of Picking Lists to 3PL Warehouse covering both UK & EMEA orders, along with Marketing & Service support where required
- Raising Shipping documentation for UK & EMEA orders and Marketing & Service where applicable
- Contacting freight forwarders to arrange the collection of packed orders, liaising with 3PL Warehouse to ensure instructions are executed correctly.

### **Order Entry**

- UK, EMEA, Marketing & Service, and ROW entered daily once approved by respective sales team.

### **Data Entry**

- Accurately recording 3PL data received for UK, EMEA, Marketing, Service and ROW
- Creating & Maintaining Electronic Files for UK, EMEA, ROW, Marketing & Service
- Keeping Sage Updated – up to & including issuing of Despatch Notes

## Role – Shipping Co-Ordinator Skills

We envisage the successful candidate will be proficient in the use of a PC (Microsoft Office and Google Suite), understand basic shipping / exporting terminology and have experience using Sage 200 Professional. Working as an energetic proactive member of the Operations Team; the desired applicant will have excellent organisational skills and the ability to operate well in a fast-paced environment with frequently changing dynamics. Detail orientated and with the drive to deliver high quality results on a consistent basis, often in time critical situations.

### **About Audient**

At Audient you'll be working for a passionate and energetic organisation where you'll have the opportunity to develop within the company. Audient is known for designing innovative and exciting products for the professional audio industry.

Hours of work: 09.00 to 17.30 Monday to Friday

Location: Audient HQ, Herriard, Hampshire, UK \*

Salary Range: £20K to £24K gross p.a

Holiday: 20 Days (pro rata) rising to a maximum of 25days

Pension: Workplace pension scheme available upon completion of probationary period

\* Subject to Government Guidelines

Applications should be sent to Neil Saunders at [neil.saunders@audient.com](mailto:neil.saunders@audient.com)