

## **Operations - Goods In Clerk - Full Time**

Following internal changes within the Operations Department we now have a vacancy for a Goods In Clerk to join the Operations Team.

Hours of work - Mon-Fri 7.30am-5pm. Finish time will vary subject to all intake being booked into LLS and associated tasks completed,

Some weekend and Bank Holiday working may be required as the business moves forward and grows.

### **The challenge**

Main areas of responsibility include:

Pre booking deliveries with suppliers & carriers

Matching deliveries & imputing on to computer system accurately

Filing Purchase Orders for Accreditation

Contacting Suppliers regarding deliveries, shortages, credits, returns & stock issues

Monitor Returns & Quality control

Stock counts & checks

Taking messages for the department & resolving problems

Placing purchase orders when required

General administration duties

Helping the operations department as and when required

Communicate across the business with other departments.

### **What you'll bring**

Excellent organisational and keyboard skills

Good communication skills, including an excellent telephone manner,

Strong team working skills

Attention to detail

Numerate & Accurate

Ability to work with minimum supervision and to work with energy and enthusiasm to learn about our wide range of food products.

Flexibility is required to meet the needs of the business and our customers, hence this role may include Bank Holiday working. This can be discussed at interview.

If you feel this something you would like to be considered for and could meet the challenges which the role brings then please contact Gary Shephard (Operations Manager) by e-mail, submitting a covering letter and a copy of your cv (if applicable) to [gary@harvest.lls.com](mailto:gary@harvest.lls.com)  
Start date ASAP with a review after a 3 month probationary period.

Training will be given.

