

Inventory Clerk Felixstowe



A vacancy has arisen within PD Port Services based in Felixstowe for an Inventory Clerk. The role comes with a favourable salary, many excellent benefits and the chance to progress your career at a thriving company.

Reporting to the Team Leader, you will be dealing with customer queries via telephone and email.

In a typical week, you will address the following tasks:

- Producing pre-advice and order reports.
- Allocating orders and scheduling and unloading containers, organising orders including booking-in where necessary.
- Liaising with clients regarding order shortages and deliveries.
- Supporting the wider team, ensuring daily responsibilities are carried out in line with customer and company requirements.

The successful Inventory Clerk candidate will be punctual with the ability to communicate with line managers and customers. An understanding of health and safety relevant to the role would be advantageous.

As a vital member of our team and in return for your expertise, inclusive approach and commitment, we will provide a favourable salary, along with benefits including internal training, sick pay scheme, cycle to work scheme, employee assistance programme (health, finance, etc.) and company pension scheme (up to 6% company contribution).

To apply for this full-time Inventory Clerk job in Felixstowe, please contact PD Ports today.

PD Ports is one of the UK's biggest and most progressive port groups with a reputation for excellence gained from decades of experience and a highly skilled workforce. PD Ports employs over 1,400 people nationwide whilst also operating one of the most ambitious apprenticeship programmes in the maritime industry as part of its ongoing commitment to supporting the next generation.

If you are interested in joining the team at this exciting time, please submit a detailed C.V. outlining your relevant skills & experience along with a cover letter reference **ICF-203** to: hr.recruitment@pdports.co.uk

Closing date: Friday, 24th February 2023



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