

A2B-online

Vacancy: International Transport Office Assistant:

Who are we?

A2B-online is a trailer and container operator, providing logistics services mainly between Germany, Holland, Belgium and Great Britain. From our offices in Hazerswoude-Dorp, Moerdijk, Ipswich and Mold, our enthusiastic employees are organizing operations from A to B, and delivering fantastic service to our clients. Our bespoke web based portal system, provides our clients with the ability to book their freight online and manage their bookings efficiently.

Purpose of the position:

We are looking for an Office Junior, to join our Forwarding Department based in Mold, North Wales. It would be an advantage to have had previous experience in a similar role or logistics background, however this is not essential. Good IT - and administration skills are the key to this position.

Key tasks:

- Liaising with subcontractors to ensure that collections & deliveries are on time.
- Dealing with customers and keeping them updated on their bookings.
- Updating the Traffic system with trailer numbers, arrival times, and any changes to the planned delivery dates.
- Maintaining customer & haulier relationships is an important aspect of the job.
- Taking of customer bookings, uploading details, order numbers and rates accurately into the system
- Working as part of a small team
- Updating of Traffic system, Google based reports, including customer KPI's

Skills and competencies:

- Excellent communication & phone manner
- Attention to detail is very important
- Ability to remain calm under pressure
- Fluent in English - Second language skills would be beneficial.
- Good knowledge of IT systems
- Training on all aspects of the role will be provided.

This is an exciting opportunity for someone ambitious, who is possibly looking for a new challenge and looking to get involved in the world of International Transport and Logistics.

We offer:

Excellent level of pay.
Private medical care.
Fantastic working environment.

Please send your CV and a covering letter to: pcaruana@a2b-online.com