

## Role Description

**Level 2 Supply Chain Operator:**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/supply-chain-operator-v1-0>

**Hours:** 37 ½ hours weekly (Monday-Friday 9am-5.30pm 1-hour unpaid lunch)

**Salary:** £12K

**Reports to:** Chris Drury

## **About Cargo Overseas**

Cargo Overseas are experts in all elements of digital freight forwarding and logistics services. By partnering with our clients and employing our digital solution dashboards we move your freight by any mode.

We create bespoke supply chain solutions for SMEs through to multinational PLCs. Cargo Overseas starts by managing your purchase orders through to the final mile delivery and everything in between. We keep it quick, simple, and transparent.

## **Person Specification**

- Punctual.
- Enthusiastic and eager to learn.
- Able to work comfortably in a team office environment.
- Good organisational skills
- Comfortable on the telephone with suppliers and clients
- Good understanding of the usual IT operating systems such as Word, Excel etc.

Cargo overseas is looking for a new member to join their team and learn the freight industry from the ground up. They would like someone who ultimately wants to build up the skills to have a successful career in the freight industry.

### **Position Responsibilities**

- Assisting existing members of staff with their daily requirements (learning systems etc whilst doing these tasks).
- Booking up job files.
- Arranging delivery bookings on behalf of clients.
- Scanning files for storage.
- Learning about the basics of the industry to build a good understanding of how everything fits together.