

OCHRE®

Logistics Administrator

Ochre is a British based furniture, lighting and accessory design company with showrooms in London and New York, and with a closely-knit team of eighteen in each location. We work closely with reputable interior designers and architects all over the world to create warm, luxurious and elegant interiors. All our products are manufactured by master craftsmen, and Ochre's calm individuality is expressed using complementary materials to make each piece truly unique and timeless.

Due to an internal re-structure, we are looking for a Logistics Administrator who can work effectively within our operations division. This role is based at our warehouse location in Park Royal, London, NW10.

key responsibilities

- Work closely with Production and Logistics teams to ensure smooth flow of orders in and out of the warehouse
- Take care of all Sample Sale dispatches from both showroom and warehouse locations
- Place timely orders with suppliers for all custom packaging and crating requirements, and monitor stationery supplies for timely replenishment
- Awareness of environmentally friendly packaging and work with the team to achieve its sustainability goals
- Provide warehouse with all required documentation for each order before dispatch
- Ensure full understanding of international import and export regulations to assist, particularly when importing and exporting products relating to suppliers' and clients' orders
- Provide seamless work cover for when Logistics Coordinator is on leave, including dealing with customer enquiries
- Provide occasional support to the Warehouse Supervisor if and when required
- Maintain monthly budget for packaging materials and ensure we are obtaining best value
- Awareness of freight costs, Customs tariffs, Incoterms, international trade & VAT, and current/future regulatory requirements knowledge
- Work to ensure all courier and domestic delivery services are priced competitively and demonstrate care and efficiency in their quality services to our clients
- Assist in the inventory control process with Production, Warehouse and Finance teams

skills required

- Excellent command of the English language, both verbal and written
- Demonstrate a can-do attitude and be a good team player, especially when the Warehouse Supervisor needs occasional assistance
- Highly organised and able to plan ahead for exceptional domestic and international events
- Effective communicator with both internal and external partners
- Able to handle last minute changes positively and in a timely manner
- Proficiency in the use of relevant software (Sage200, MS365)

The successful candidate will enjoy a competitive salary, a discretionary bonus and company pension scheme. Please send your current CV with a covering letter to careers@ochre.net

Only successful candidates will be contacted for interview.