

COACH HOUSE

Job Title:	Import Co-ordinator
Salary:	Between £12.00 – £15.00 gross per hour.
Contracted:	40 hours per week

We are the UK's largest wholesaler of furniture and design led accessories and we are pleased to announce that a fantastic opportunity has arisen for an experienced Import Co-ordinator.

We are looking for an enthusiastic, hardworking and self-motivated person to work alongside the existing team, competently handling the whole life cycle from shipment to warehouse delivery. This is a hands-on practical role, ideally suited to someone who can work on their own initiative, with excellent organisational skills to manage a varied workload.

The successful candidate will work as part of a small team and meet deadlines in an exciting, fast paced environment whilst maintaining accuracy and attention to detail.

Skills & Experience:

- Experience in managing ocean freight operations from origin to destination.
- Recently worked within a purchasing department in a similar capacity, importing from the Far East.
- Knowledge of the applicable CE Directives, relevant standards and legal requirements for importing into the U.K.
- Computer literate particularly with Microsoft Excel, Sage 200, Word and Outlook.
- Ability to multitask and work under pressure.
- Excellent communication and listening skills.
- Team Player.
- Attention to detail.

To apply for this role please send your CV and covering letter to HR@coachhouse.com