**Logistics Co-Ordinator**

We are looking for an experienced Logistics Co-Ordinator who will be able to assist the Operations and Transport functions within Taylor Wimpey Logistics to ensure customers receive products within the agreed timeframe and quality standards.

This is a great opportunity for a professional who demonstrates accuracy, thoroughness and self-motivation. The successful candidate will also be adaptable, show good time management and be able to work to deadlines.

**The Role:**

* Allocating orders and producing the necessary paperwork for the Warehouse Operation.
* Transport Planning and Co-Ordination with 3rd Party Suppliers.
* Booking and planning collections within the agreed SLA framework.

Must be flexible and adaptable to take on other roles as and when required such as:

* Communicating on a frequent basis with the Operational Team.
* Communicating on a frequent basis with the Customer Services Team.
* Communicating with the Supply Chain Team.

**The Person:**

* Some knowledge of the housing industry/products preferential but full training will be given.
* IT Literate with minimum requirement of basic knowledge of Microsoft Programmes.
* Experience of EPR systems would be advantageous but not a necessity as full training will be given.
* Excellent communication skills both written and oral.
* Must be able to work own initiative and willingness to learn new skills.
* Able to work under pressure and to time scales.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally, we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments.

We look to develop our people in the skills and areas they are most interested in, so if you are looking to join a thriving company going through an exciting period then please get in touch.