

The Roofing Store

DISPATCH COORDINATOR

- Fantastic team culture
- Medical and life insurance, staff discounts
- Excellent location and onsite parking

The Company: The Roofing Store is a New Zealand owned and operated company, producing superior high-quality lightweight roofing solutions. We are one of the leading suppliers who manufacture and create long run roofing, metal tiles, architectural steel roofing, cladding systems, rainwater products and all the accessories required. We are committed to the steel roofing industry and have invested in roll forming, folders and pressing facilities. We are continuing to expand in plant and machinery.

The Role: You will play a key role overseeing the complete day to day dispatch operation and ensuring our distribution and dispatch operate like clockwork. This is a high-paced hands on role, so it is important to be able to work well under pressure, making sure that resources are allocated effectively so that deliveries / services are carried out in an efficient and timely manner. The hours of this role will be Monday to Friday, 7:30am – 4:00pm.

Location:

Wellington

The key responsibilities for this role:

- Liaising with foreman to set the production schedule for the day
- Preparing stock for dispatch
- Liaising with freight providers and customers to get the items on site as efficiently as possible
- Operating safely and maintaining the company's Health and Safety standards
- Packaging and quality control checks
- Controlling stock levels and movements
- Order completion

Our ideal candidate will have the following skills/experience:

- Customer service skills and has a "can do" attitude!
- Good problem-solving skills and quick thinking under pressure
- Good written and verbal communication skills in English
- Computer literate
- Physically fit and able to lift up to 20kgs
- Full drivers licence and reliable transport required
- Forklift licence and dispatch experience is helpful (but not essential)

What we have on offer:

- The opportunity to get involved with a successful and growing company
- The offered package includes medical, life and income protection insurance, great staff benefits and free onsite parking.

Please send your CV & Cover Letter through to careers@theroofingstore.co.nz or call Elina on 021 562 073 if you have any questions.

We look forward to hearing from you!

Unfortunately, we don't always have the time to respond to all applicants. Only candidates who match the required level of skills and experience with the rights to work in New Zealand will be contacted.

