

ASSET CO-ORDINATOR – WARRINGTON – 40HOURS/PW

An exciting opportunity has arisen for a full-time Asset Co-ordinator to join our Client Services team. The Delivery Group has a fantastic, friendly culture that thrives on teamwork, and we offer great benefits such as free uniform, free on-site parking, increasing holidays in line with service, quarterly bonus potential and access to Perkbox.co.uk giving you; money off at major retailers, restaurants & cinemas and discounted gym memberships. In addition, you could also have access to our Company Pension Scheme & other salary sacrifice initiatives, but most importantly the chance to work for one of the largest technologically enabled e-commerce and postal logistics businesses in UK!!

In return, all we ask is for someone who really takes pride in their work, is motivated & organised with high levels of accuracy & a keen eye for detail! You should be a team player with a diligent work ethic, and the confidence & tenacity to hit the ground running.

WHO IS THE DELIVERY GROUP?

Originally a letter delivery business, The Delivery Group has an outstanding track record for growth, taking turnover from start up to over £200 million in the last ten years since it was established. We have also been ranked several times in the 'The North West's Fastest Growing Company' report and The Insider's 'Growth 100 Report' as well as successful inclusion in the Sunday Times Fast Track 100. We have successfully diversified into the rapidly growing economy parcels market, capitalising on the boom in online shopping. The Group is now represented by multiple sites around mainland UK, and continues strong growth year on year.

PURPOSE OF AN ASSET CO-ORDINATOR:

The purpose of this role is to provide the Operations Manager support with proactive reporting and management of consumable volume from our Customers Mailing House(s) for both the DSA Sorted & Unsorted products

Key elements of the role will be to support the control of consumable movements in and out of our Customer Mailing Houses and ensuring all data is captured and recorded on all control logs and reported centrally.

The hours of work are 40 hours per week, however it is essential candidates are flexible to work outside of the normal contracted hours when required. Full training will be provided during induction and further training will be given throughout the course of your employment, in order to assist in progressing your career with us.

DUTIES AND RESPONSIBILITIES

- Run a stable volume-measurement and ensure that all relevant live/pre-alerted data can be measured on daily logs and KPI's.
- As a Service Provider, work effectively with all members of the Operations Management and other departments



Registered Company Address

The Delivery Group
Calver Road, Winwick Quay Warrington,
WA2 8UD
Reg Company No. 07621335

www.thedeliverygroup.co.uk

- Provide detailed daily reporting to the Account Management & Operational Teams, and external providers
- Support the Customer Mailing House communication system within Operations and adjoining functions to ensure consumable balances and audit details are supplied in-line with control communications
- Input and support the management information strategy, ensuring data is captured throughout the whole operation and analysing where necessary
- Ensure all relevant information is captured and recorded to help provide detailed consumable audit requirements
- Support the Asset Manager in booking consumables within our internal system for planning to meet the consumable request requirements.
- Ensure all Group sites provide regular and accurate consumable in-bound and out-bound reports.
- Ensure all consumable deliveries are captured and followed through to the point of delivery.
- Internal shipping between depots of labels and following through to the point of delivery.
- Data Entry for consumables using our internal system.

ESSENTIAL SKILLS

- Experience in the Down Stream Access mail industry.
- Flexible approach to problem solving, thinks outside the box.
- Good MS Word and Excel spread sheet skills.
- Excellent communicator and able to present information confidently.
- Follows tasks through to completion.
- Able to prioritise workload effectively.
- Continually challenges processes
- Flexible approach to working hours
- Ability to manage and work in cross-functional and intercultural teams

This list is not exhaustive and more may be added as other areas of need are identified.

Ready to apply?

If you would like to apply for this vacancy, after discussion with your line manager, please contact us now by sending your CV to HR, or email to: Careers@thedeliverygroup.co.uk



Registered Company Address

The Delivery Group
Calver Road, Winwick Quay Warrington,
WA2 8UD
Reg Company No. 07621335

www.thedeliverygroup.co.uk