



## Warehouse Administrator - Nightshift

Immingham Transport is one of the largest transport and warehousing providers in the Humber region. We have an exciting opportunity for someone who is keen and motivated and wanting to grow in an expanding company. We are currently looking for a Warehouse Administrator for our nightshift to join our busy Warehouse Team.

The ideal candidate for this vacancy is someone who has the ability to think independently and work within a team and has a desire to become a valuable member of our growing team.

Your daily duties as a Warehouse Administrator are as follows:

- Collating paperwork for customers and warehouse operatives
- Booking stock in and out of the warehouses via an internal warehouse management system
- Ensuring Health and Safety on site is followed at all times
- Meeting daily tasks assigned by the Management
- Booking drivers and visitors on and off site via an internal yard management system

The successful candidate will have:

- A high level of organisation, reliability and time management
- Excellent communication skills and telephone manner
- A methodical, logical approach with a keen eye for detail and accuracy
- A good level of numeracy, literacy and IT skills

Rates of Pay:

- £10.50 per hour
- £12.50 per hour overtime

The successful applicants must be computer literate and possess previous warehousing experience of import/groupage cargo and general warehouse operations.

To apply please send your CV to [info@immtrans.com](mailto:info@immtrans.com) or use the job application form at the bottom of our vacancies page - <https://www.immtrans.com/links/vacancies/>