



# Mark Roberts Motion Control

## Shipping Coordinator

Location	Blindley Heath, Surrey, RH7 6JP
Reporting To	Head of Production
Contract Type	Permanent, Full Time
Salary	Depending on Experience

### THE ROLE

The Shipping Coordinator will work in collaboration with the Shipping Manager to ensure that the shipping processes are running smoothly and effectively. This role will be crucial for ensuring orders are packed, shipped and delivered in a timely manner.

This role requires strong knowledge of the supply chain and logistics as well as an ability to pack and prepare shipments.

### MAIN RESPONSIBILITIES AND TASKS

- Effectively pack all shipments in line with any shipping regulations and requirements from government bodies or clients.
- Direct the flow of packages from preparation to shipment.
- Inspect labels, barcodes and other features of completed orders.
- Use software to track, check, prioritise and route orders.
- Establish contracts where possible with shipping lines.
- Act as first point of contact for any shipping issues from other Teams to ensure orders are fulfilled, escalating to the Shipping Manager if required.
- Resolve issues regarding shipped orders.
- Report to Shipping Manager on activity and any issues or delays.
- Collaborate with purchasing, production and other managers to optimise orders.
- Where necessary, discuss and resolve or escalate any Insurance queries.
- Keep up to date with key market and legislative changes with the export and shipping industries and advice the Company accordingly.

### SKILLS AND EXPERIENCE REQUIRED

Education	<ul style="list-style-type: none"> <li>– Five GCSE's, Grade C or above (or equivalent qualification)</li> <li>– Ideally qualified in shipping and/ or export legislation or similar</li> </ul>
Professional Skills	<ul style="list-style-type: none"> <li>– Experience of providing packing and shipping activities</li> <li>– Solid knowledge of logistics procedures</li> <li>– Excellent IT skills with high competency across the Microsoft packages</li> </ul>
Personal Skills	<ul style="list-style-type: none"> <li>– Strong negotiation and communication skills, both written and verbal</li> </ul>

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- Excellent attention to detail
  - Good problem-solving skills
  - Organised and able to prioritise multiple tasks

## THE COMPANY - MARK ROBERTS MOTION CONTROL

We are a robotics company doing some serious hardware and software engineering. By robots we mean 6+ axis robotic arms, large multi axis rigs and 2-3 Axis camera platforms. Our products are used globally in Broadcast studios, Stadiums, Movie Sets and Photography studios to capture motion and stills.

MRMC has been at the front of its field for over 50 years. Starting off from a family business, we are currently a medium sized business thriving and growing bigger every year. MRMC is a Nikon Group Company.

## WHAT WE OFFER

Our success is only possible because of the team effort from everyone and we recognise the individual input of each person throughout our design and manufacturing process at MRMC.

### Benefits:

- Flexitime; our core hours are 10am-4pm
- Private Medical Insurance, for you and your family
- Dental, Optical and Audiological Cashback Plans, for you and your family
- Electric Car Lease Schemes
- Cycle to Work Scheme
- Workplace Nursery Scheme
- Salary Sacrifice Pension Scheme
- Discretionary Bonus Scheme
- Generous holiday entitlement
- Generous company sick pay
- Nikon staff discounts
- Training and Development Opportunities
- Ample parking

MRMC receives a large number of applications and we are not always able to provide individual feedback on your application. If you don't hear from us within 15 working days from the date you have applied, it means the application didn't meet minimum requirements to go onto the next stage of recruitment. We value your time and interest in MRMC and encourage you to re-apply if your circumstances change or you find another role with us that is more suitable to your skills and experience.

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*If you apply online for a position with Mark Roberts Motion Control, we will use the information you provide to assist in the recruitment and selection process. Information provided on the application form and CV will be retained in all cases in electronic format cases and/or hard copy for as long as is required for the purposes of: the administration of your application, consideration for roles in the future, forming the basis of your employment records, if your application is successful, discharging any legal or regulatory requirements. Mark Roberts Motion Control will process your personal data in accordance with our Privacy Policy which can be found on our web-site. If you need more information on how long your data is kept for, which varies, depending on a stage of recruitment you've gone through, please contact us and we will provide relevant information.*

*By submitting your application/CV online you are confirming you have read and accept the above and you are giving your consent to MRMC to process your personal and sensitive personal data for the purposes explained above.*