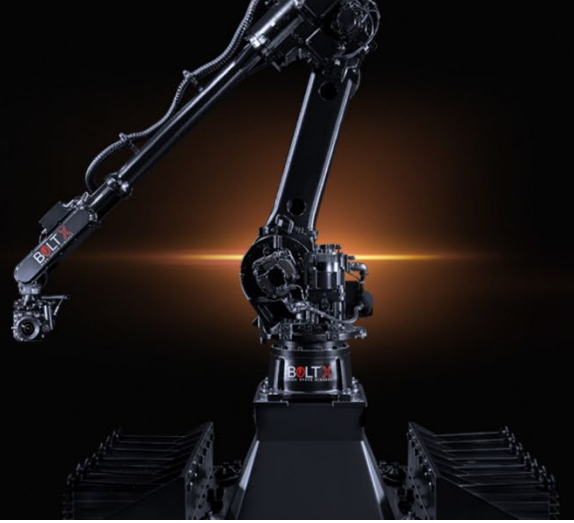


Mark Roberts Motion Control

Shipping Coordinator



Location	Blindley Heath, Surrey, RH7 6JP
Reporting To	Shipping Manager
Contract Type	Permanent, Full Time
Salary	Depending on Experience

THE ROLE

The Shipping Coordinator will work with the Shipping Manager to ensure that the shipping and packing processes are running smoothly and effectively. This role will be assisting with logistics and shipping processes and packing all shipments as directed by the Shipping Manager.

MAIN RESPONSIBILITIES AND TASKS

Shipping

- Book in shipments and parcels as needed.
- Manage relationships with shipping carriers and negotiate freight rates to optimise shipping costs.
- Resolve any shipping-related issues, such as damaged or missing shipments, and communicate with customers and/or Sales to ensure satisfaction.
- In coordination with Shipping Manager, ensure Export and Import compliance for shipments and correct documentation present and available for audit, if necessary.
- Maintain accurate records of shipments, including tracking numbers, delivery dates, and customer information.
- Assist the business with any relevant Shipping queries and support internal stakeholders in getting shipments on time to the customers in most optimal way.
- Where applicable, discuss and resolve or escalate any Insurance queries.

Packing

- Perform pre-shipping product check, ensuring all products are fit for shipping and reporting any non-conformance to Senior or responsible Qual person.
- General packing activities: creating packing lists, taking packing photos and ensuring these are available for reference as needed, ensure everything is packed for projects and all missing items are addressed promptly, packing all small parcels for F&C, Broadcast and Servicing, ensuring all labels are correct and attached according the requirements, tracking parcels and shipments, and coordinating with relevant staff members about ready to go items.
- Provide weekly report on missed items to Senior.
- Keep all shipping information such as tariff numbers, country of origin, weights and dimensions up to date and relevant at all times through ERP.

SKILLS AND EXPERIENCE REQUIRED

Education	<ul style="list-style-type: none">– Five GCSE's, Grade C or above (or equivalent qualification)– Ideally trained and/or qualified in shipping and/or export legislation or similar
Professional Skills	<ul style="list-style-type: none">– Experience within Shipping & Packing is essential.– Knowledge of export regulations and procedures is desirable.– Good level IT skills with competency in Word/Excel are essential.– Experience with relevant shipping software packages is desirable.
Personal Skills	<ul style="list-style-type: none">– Strong communication skills, both written and verbal– 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.

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.