



Logistics Co-Ordinator

The Role

We are looking for a Logistics Co-Ordinator to join our growing team. Do you enjoy problem solving and have a keen eye for detail? Are you customer focused and highly organised? If so, this job could be for you!

As a Logistics Co-Ordinator at Radnor Hills you will play a key role in ensuring our stock makes it to our customers on time and in full. You'll be coordinating shipments, managing timelines, working closely with suppliers and drivers, and ensuring customers receive an exceptional experience every time.

What You'll Be Doing

- Coordinating the day-to-day transport and logistics operations to ensure everything runs smoothly
- Processing orders onto the system accurately
- Scheduling deliveries and tracking shipments in real time to ensure customers get the best service
- Communicating with drivers, suppliers, warehouses, and customers
- Solving delivery issues quickly and efficiently, ensuring that our customers are the priority

What We're Looking For

- Strong organisational and multitasking skills
- Administration and/or customer service experience.
- Excellent communication and problem-solving abilities
- Experience in logistics, transport, supply chain, or operations preferred
- Ability to stay calm under pressure and think on your feet
- IT literate with prior experience of Microsoft Office software
- A team player with a positive, can-do attitude
- Previous working knowledge of logistics and inventory management software would be advantageous

Based in Knighton, 40 hours per week, Monday – Friday. Hours to be reviewed at interview.