

# Logistics Administrator

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**Location:** Solarplicity Head Office (Unit 8 Peerglow Centre, Marsh Lane, Ware, SG12 9QL)

## Company Background

Solarplicity are a leading provider of renewable solar PV technologies, helping homeowners as well as businesses throughout the United Kingdom to discover the benefits of cleaner, greener energy.

## Core Role

Our Logistics Administrator will need to provide and ensure operational excellence, high productivity and customer satisfaction. You are expected to manage the full process from the shipment being ready until it reaches the project, this is a fast-paced role which requires a lot of motivation and pro-activeness. You must be adaptable and willing to solve problems as a lot the locations will be challenges that we must overcome with minimal disruption to the customer.

It will be expected that you coordinate around 120 pallets per day, throughout various locations and complete all necessary paperwork / reports.

## Key responsibilities

- Coordinate and monitor supply chain operations – circa 120 pallets per day across various locations.
- Ensure premises, assets and communication ways are used effectively.
- Coordinate logistics support and suppliers, according to availabilities and requirements.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs. (Vehicles and Hub stock).
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse stock, executed orders etc.
- Utilize logistics IT to optimize procedures.
- Continually review freight costs.

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- Streamlines shipping and transportation processes.
- Be proactive in finding new delivery / storage methods.
- Prepare accurate reports for upper management.

### Requirements:

- Proven experience as logistics coordinator.
- Experience in customer service will be appreciated.
- Knowledge of laws, regulations and ISO requirements.
- Ability to work with little supervision and track multiple processes.
- Computer-savvy with a working knowledge of Microsoft Office.
- Outstanding organizational and coordination abilities.
- Must be a good problem solver.
- Excellent communication and interpersonal skills.

Please only apply if you have the right to live and work in the UK.

If you are interested in the role please send your CV to  
**[helen.rembence@solarplicity.com](mailto:helen.rembence@solarplicity.com)**