

Job Vacancy

Realise the next step
of your career

Logistics Co-ordinator

POSITION TYPE: Full time, permanent

LOCATION: Ipswich and Stowmarket,
Suffolk



Introduction

Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

‘you work with friends not colleagues’ (Area Technical Sales Manager)

‘the Company really looks after you as a person’ (Technical Administrator)

‘there is a strong commitment to employees and sense of trust and fairness’ (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we were the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be reaccredited in 2024 for the third time at platinum level as well as achieving the ‘We invest in Wellbeing’ Gold award on our first attempt.

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
T: 01473 257671 E: info@bauder.co.uk W: bauder.co.uk



INVESTORS IN PEOPLE™
We invest in people Platinum

INVESTORS IN PEOPLE®
We invest in wellbeing Gold

Job Specification

Jan2025-v5

Objective:

Reporting to the Logistics Supervisor, you will be responsible for ensuring the Company's outbound logistical requirements are implemented correctly and efficiently, whilst upholding the standards of the business, maximising productivity, and ensuring service delivery of the highest level.

You will possess a positive attitude, strong communication skills and the ability to work closely with other departments within the business, ensuring provision of excellent customer service to both internal and external stakeholders.

Key Responsibilities:

Daily Duties:

- Preparation of orders for vehicle movements
- Communication with other internal departments and external warehouses for order picking or delivery requirements
- Co-ordination of external transport hauliers
- Assessing and evaluating service provision required
- Raising warehouse picking orders from internal software
- (POD) Proof of delivery confirmation and uploading to Pro-Alpha
- Data input with high levels of accuracy in both Pro-Alpha system and excel spreadsheets
- Continuous improvements of all daily processes

Dealing with Transport Suppliers (Hauliers):

- Confirming delivery schedules
- Confirming vehicle types/service required
- Booking all delivery requirements with each supplier
- Assisting any delivery/collection issues
- Monitoring all deliveries are completed, on time and correctly

Customer Service:

- Proactive communication with customers
- Delivery confirmation utilising both voice and SMS
- Liaising with delivery points
- Informing customer of delivery delays/issues
- Liaising with customers for future orders
- Sharing information between customer and internal departments
- General problem solving

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
T: 01473 257671 E: info@bauder.co.uk W: bauder.co.uk



INVESTORS IN PEOPLE™
We invest in people Platinum

INVESTORS IN PEOPLE®
We invest in wellbeing Gold

Job Specification

Jan2025-v5

- Continuous improvement of all logistics processes

General Administration:

- Extensive call handling for both internal and external calls
- Responding to emails in a timely fashion
- Document scanning
- Various document sorting and filing

Health & Safety:

- Full adherence and monitoring of all H&S Regulations
- Reporting of accidents, incidents, near misses and concerns to Logistics Supervisor immediately.
- Ensure and monitor good housekeeping and cleanliness to eliminate hazards

Requirements in Logistics Supervisor Absence:

- All problems to be referred to the Logistics Management Team immediately.
- During your supervisor's absence all standards as above to be consistently maintained with workload cleared and deadlines met.
- You are required to adopt a flexible approach to working additional hours to ensure business needs are met.
- Reporting of security issues/concerns
- Monitor the Warehouse Reception cover

Key skills criteria:

- Good geographical knowledge of the UK and Europe
- Working knowledge within a Logistics environment
- Proactive with an eye for detail
- Flexible and adaptable approach
- Sound organisational abilities
- Advanced computer literacy (Word/Excel/Outlook/PowerPoint)
- Approachable manner
- Proven customer facing experience
- To deliver and maintain high standards of customer service
- Excellent communication skills both verbally and written
- Ability to multi-task in a fast-paced environment
- Ability to prioritise

This job specification is non-exhaustive and subject to change as the Company deems necessary

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
T: 01473 257671 E: info@bauder.co.uk W: bauder.co.uk



INVESTORS IN PEOPLE™
We invest in people Platinum

INVESTORS IN PEOPLE®
We invest in wellbeing Gold

Job Specification

Jan2025-v5



Ian Madgwick, logistics manager

Bauder Logistics is a fast moving, team orientated environment that requires accuracy and care in delivering the very best products to market from our distribution warehouse in Suffolk. The team prides itself on completing all tasks to time so our customer orders are despatched and delivered, as required.

If you are looking to be part of an extremely successful team, within a fantastic department and company, contributing to the team in its daily tasks and maintaining high standards of service across our logistical operations, this role is for you and I look forward to receiving your application.

Bauder is an Equal Opportunities employer

Bauder Ltd
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England
T: 01473 257671 E: info@bauder.co.uk W: bauder.co.uk



INVESTORS IN PEOPLE™
We invest in people Platinum

INVESTORS IN PEOPLE®
We invest in wellbeing Gold