**Job Title**: Shipping Apprentice **Hours:** 40 hours per week (Monday to Friday – 8.30am to 5.00pm)

**Location:** Great Blakenham, Ipswich

**Duration** Fixed Term 24 Months  
**Reporting to:** Shipping Manager

**Pay:** £12,000 to £15,000 per annum

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| Sackers is a family owned and managed business, with revenues of over £36 million per year. We employ over 85 staff and have strong future growth plans. We pride ourselves on being the sustainability experts and aim to recycle over 90% of the material we receive.  Sackers provide full waste solutions for Suffolk and has two sites situated near Ipswich at Great Blakenham and Needham Market. One site is for scrap metal processing and the other is for commercial waste disposal. We offer commercial waste collections, skip hire and scrap metal recycling.  We have invested heavily in equipment to give us cutting edge technology to create a strong and competitive position in the area. We have the only processing plant of its type in East Anglia, we are unique to the area and able to recover, process and sell the metal and recycled commodities to many different countries.  We care about and invest in staff and their personal career development. We have a track record of growing our own talent, we’ve had staff grow with the business into senior leadership roles.  If you have the desire, we will embrace it. |

**KEY RESPONSIBILITIES**

* Completing export clearance, Submitting VGM’s and BL instructions to the lines.
* Assisting the shipping co-ordinator with documentation.
* General filing and record keeping.
* Other admin / ad hoc duties as required by the business.
* Answering incoming phone calls.
* Supporting the Shipping Department.

**Experience**

**Essential:**

* Able to manage a heavy workload and prioritise under pressure.
* Able to work using own initiative with minimal supervision.

**Desirable:**

* Educated to A level standard or Equivalent

**SKILLS**

* IT literate with good understanding of Microsoft Office
* Excellent and confident communication skills both written and face to face
* Excellent organisational skills
* Being able to work in a team

**Personal attributes and other requirements**

* Enthusiastic with a positive attitude.
* Keen to learn new skills
* Flexible
* Excellent attention to detail
* Discretion and trustworthiness, dealing with confidential information
* Good organisations skills and the ability to multitask
* Presentable

**Apprenticeship Course:**

* Customer Service Practitioner – L2 on the job training (via West Suffolk College)