

Logistics Co-Ordinator

Full Time (5 days per week) | Salary: from £26,264 p/annum | Start Date: ASAP

A fantastic opportunity has opened up in our busy Logistics department for a Logistics Co-Ordinator. This full-time role combines administrative tasks with customer interaction, and is perfect for someone who thrives in a fast-paced, detail-oriented and music-loving environment.

Our Logistics department is a seasonally busy environment, and the ideal candidate will be good at managing their time and remaining cool at busy times. You will be computer savvy, have an eye for detail, as well as being a great communicator. The ideal candidate will be a musician with a love for the subject, and you'll let this passion show through when assisting email and phone customers with order queries and purchasing decisions.

Why join Just Flutes?

At Just Flutes, we are renowned worldwide – particularly among flautists – for our expert advice, friendly service, and outstanding range of instruments and accessories. You'll be working as part of a supportive, close-knit team that takes pride in delivering excellence at every stage of the order process, from picking and processing through to packing to the highest standard.

About the role

- Schedule: 5 days per week, Monday to Friday
(Occasional Saturdays may be required, with advance notice)
- Start Date: As soon as possible
- Salary: from £26,264 per annum
- Location: Croydon, South London

46 South End
CROYDON
CRO 1DP
United Kingdom

Main Responsibilities

- Process online orders efficiently: picking, invoicing, packing, and dispatching.
- Respond to customer enquiries via email and phone.
- Take phone orders and assist customers with product advice.
- Support stock management tasks:
 - Transfer items between warehouse and shop.
 - Assist with stock takes.
- Provide general support to other departments as needed.

Person Specification

The successful candidate will be/have:

- Ideally a musician with a genuine passion for music (flute players especially welcome!)
- Friendly, approachable, and a good communicator.
- Highly organised with excellent attention to detail.
- Confident using computers and managing digital systems.
- A team player who works well with others.
- Legally permitted to work in the UK.

Perks & Benefits

- Generous staff discount on our extensive range of sheet music, instruments and accessories.
- Access to the NEST pension scheme.
- Opportunities to expand your role and responsibilities over time.
- Full training provided.

How to Apply

If you're looking for a role where your love of music meets your logistical and customer service skills, we'd love to hear from you!

For more information and to apply, please email your CV and a covering letter to Bethany Desmond: bethany@justflutes.com

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