



We are currently recruiting for a Planning & Logistics Administrator to join our team at Dumbarton.

This role is fixed term for a period of 12 months.

Hours of work: Monday to Thursday, 7.30am – 4.30pm and Friday 7.30am – 1.30pm

The Planning & Logistics Administrator will be responsible for all aspects of HMRC Compliance, despatch planning, despatch paperwork and all associated tasks to ensure that despatches are HMRC compliant and that customers are happy with the service provided. This will include preparing despatching and completing all relevant checks, liaising with the warehouse and completing paperwork on the day of despatch. Other tasks will include daily checks to ensure accuracy and compliance.

Key Responsibilities

- Own and deliver customer service requirements for customers.
- Process customer despatches and orders.
- Site planning, customer supply / demand expectations with regards to service, delivery, and cost.
- Plan customer despatches, ensuring that these are HMRC compliant.
- Ensure the smooth flow of customer service and balancing customer requests with planning requirements.
- Co-ordinate customer despatch and order activity.
- Plan and prioritise customer requests.
- Report monthly stock holdings to customers of all cased and bulk stock.
- Report weekly stock totals to accounts and the Site Operations Manager.
- Ensure customer charges are updated and charged correctly.
- Daily checks on the previous days' production
- SEED, WOWGR and MGN check application and liaising with customers when a reply is received from SEED.

Experience, Knowledge, and Qualifications required.

- Previous experience in logistics is essential
- Strong customer service skills
- Strong analytical skills / data interpretation / statistical analysis
- Excellent communication skills
- Experience and good working knowledge of Microsoft packages

To apply, please submit a CV to hr@hbandc.co.uk by **17/04/2026**.

We are committed to equity, diversity, and inclusion and encourage applications from all backgrounds and communities. We are more than happy to discuss any reasonable adjustments that you may require.