



LOGISTICS AND & ADMINISTRATION SUPPORT

Location: Basingstoke, On-site

Job Type: Full-Time (37.5 hours per week)

£25k - £27k depending on experience

About the Role:

We are currently recruiting an Logistics and & Administration support to join our team based near Basingstoke. This is a key office-based role focused on the efficient processing and management of customer orders, ensuring high levels of accuracy, customer satisfaction and on-time delivery.

Logistics is essential in supporting our technical and laboratory operations. As a key point of contact, you will handle customer consignments efficiently, help deliver outstanding customer service and contribute directly to excellent customer feedback and service performance.

Key Responsibilities:

- Process all incoming customer consignments and equipment efficiently and accurately
- Manage the Receipt of customer orders Preparation of orders for dispatch /shipping
- Book customer equipment into SAP
- Liaise with external logistics partners and counterparts at a second location
- Oversee Customs processes and procedures
- Oversee Collection and delivery by own transport
- Liaise closely with internal departments
- Maintain accurate customer data within SAP/CRM systems
- Handle and resolve customer enquiries and complaints effectively where relevant
- Contribute to customer service improvements and continuous improvement initiatives

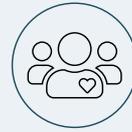
What We're Looking For:

- Previous experience in logistics, order processing, administration or customer service
- Strong attention to detail with a high level of accuracy
- Confident communicator with a professional and customer-focused approach
- Experience using ERP/CRM systems (SAP experience highly advantageous)
- Ability to manage multiple priorities and meet deadlines
- Comfortable working collaboratively across departments
- Proficient in Microsoft Office

Benefits:

- Free onsite parking
- 37.5-hour working week
- Pension scheme, life insurance and income protection (subject to successful probation)
- 22 days holiday + 3 additional days at Christmas + bank holidays

Your benefits



Teamspirit & Cohesion



Flexible solutions for organising working hours



Security & sustainable growth



Health & Leisure



Onboarding & further development

Your benefits

What we do

Join our dynamic and innovative team at Testo Industrial Services, a leading service company for quality assurance and experts in the areas of calibration and test equipment management. Part of the Testo Industrial Services Group, we have more than 60 years of experience in measurement technology and we are dedicated to delivering first class services to our customers. We are now looking for a skilled Electrical Calibration Engineer to join our team.

Apply now to take the next step in your career with a company that values precision, professionalism, and people.

Testo Industrial Services Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



Your contact:

Paul Jordan
Managing Director

Apply now