



**James Jones
& SONS LIMITED**

Dispatch Co-ordinator

Location: Mosstodloch, Fochabers, Moray

Contract: Full time, permanent

James Jones & Sons Ltd is a 5th generation family business and one of the UK's largest and most progressive timber processing companies with core activities in timber harvesting, sawmilling, pallets & packaging, and distribution. We operate from 26 sites across the UK, 12 Australian and 2 New Zealand sites and employ over 2,100 people. In the UK, we operate seven sawmills throughout Scotland and the north east of England: an engineered wood manufacturing plant in the north of Scotland and pallet and packaging operations at 14 sites across the UK. We produce high quality, British grown timber for the UK construction, landscaping, and agricultural sectors; market-leading JJI-Joists for the housebuilding and construction markets and pallets and packaging for blue chip domestic and exporting businesses.

For further information about James Jones & Sons Ltd, visit www.jamesjones.co.uk

About the role:

We are looking for a Dispatch Co-ordinator to join our small sawmill support office reporting to the Supply Chain Manager. Previous experience in a dispatch role would be a distinct advantage. It is essential that you commit to the role and bring enthusiasm, eagerness to learn and a good work ethic. We would expect candidates to have an interest in supply chain management and production. This is an excellent opportunity for a candidate who is looking to develop their career in an expanding and innovative organisation.

Hours of work are 07:00 to 16:30, Monday to Friday

Key tasks and responsibilities:

- Ensure that the loading of all vehicles is done on time, and that all required checks are completed in line with process
- Liaise with the management and sales teams to agree and plan the dispatch schedule
- Produce accurate and timely reporting as requested on various subjects such as KPIs and stock levels
- Responsible for all queries relating to the dispatch of timber and associated products
- Any appropriate additional activities as required by the management team
- Be safety conscious
- To reach a level with forklift truck to be able to load vehicles



James Jones

Skills and Experience:

- A good team player, who also has the ability to work alone
- Ability to take ownership of the task with a positive can-do attitude
- Full driving licence
- Strong communication skills; able to challenge and engage across all levels of the business and external customers
- Methodical approach to problem solving
- Good level of English language; spoken & written
- Geographical knowledge

Remuneration and benefits:

- Competitive rate of pay
- 33 days annual leave (including statutory holidays)
- Employer pension contribution
- Health & Wellbeing services (remote GPs, mental health support, physio)
- Life assurance cover after 3 months

Application and recruitment process:

Please send your CV to: - Christina Curran, Office Manager, James Jones & Sons Limited, Garmouth Road, Mosstodloch, Fochabers, Moray, IV32 7LH or E-mail christina.curran@jamesjones.co.uk

Closing date for applications is Friday, 9 May 2025, however if we have a high volume of suitable candidates we may close the vacancy earlier.

Applicants must be able to provide eligibility to work in the UK without the need for sponsorship.