Option 1 (with dispatch experience)

Detail-focused Dispatch Clerk with experience preparing delivery notes and invoices, checking pick slips, confirming loading quantities, and updating stock on system. Strong communication with drivers and warehouse teams, with a focus on accurate paperwork, neat filing, and on-time dispatch.

Option 2 (admin/warehouse experience, moving into dispatch)

Reliable admin and warehouse support assistant with strong capturing skills, document control and stock checking. Comfortable working in a fast-paced dispatch area, printing and filing documents, confirming quantities, and communicating clearly with drivers and supervisors.

Option 3 (no experience)

Entry-level candidate seeking a Dispatch Clerk role. Strong computer literacy, careful attention to detail and proven reliability. Able to follow procedures, capture accurately, and support dispatch admin such as filing, printing, scanning and assisting with loading checks under supervision.

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