Administrator
Location: Heathrow
Working Hours: Monday - Friday, 10:00 – 20:00
Job Type: Permanent

About the Role
This position has become available due to internal progression, and we're excited to welcome a new team member into our friendly, professional team at our main export hub. This is a varied, hands-on role where you'll be right at the centre of the action — playing a key part in keeping vital airfreight moving smoothly across the UK.

You'll support our warehouse colleagues by receiving, checking and scanning documents, liaising with drivers and internal teams, and completing daily data input. A flexible, proactive approach is essential, as there will be some crossover with the night shift Receptionists to help ensure each day runs smoothly from start to finish.

What we're looking for:

The successful candidate will likely have the following skills and experience:

• Excellent attention to detail

• Strong and accurate data entry skills

• A good working knowledge of Microsoft Office

• The ability to work confidently to strict deadlines

• Great customer service skills and clear communication with colleagues and customers

• Strong organisational ability and a practical mindset

• Calm, courteous and professional under pressure

• Knowledge of transport and/or freight forwarding is an advantage (but not essential)

You'll receive full initial and ongoing training on our in-house systems, processes and procedures — plus the chance to grow your knowledge of the Transport/Freight Forwarding industry over time.

Start date:

04/01/2027

Hours:

Monday–Friday, 10:00–20:00

What you'll get in return:

• £13.00 per hour

• Overtime available during busy periods

• 28 days holiday, rising to 30 days after 2 years' service (including public holidays)

• Free on-site parking, with excellent public transport links — bus stop right outside

• Workplace pension scheme

• Employee referral scheme

• Employee Assistance Programme (EAP) for confidential support and wellbeing

• Internal career progression opportunities — we love developing talent from within

Why UCH Logistics?

This is a brilliant time to come onboard. With continued expansion, you'll be joining a company with real momentum and long-term opportunities.

Apply today!

https://www.reed.co.uk/jobs/administrator/57553455

