



Real Parts. Really Fast.™

Shipping Clerk
£7.50 to £8.00 per hour
(Depending on experience)

Reporting to:
Quality Manager

The Company

At Proto Labs, we're not only one of the fastest growing manufacturing companies in the UK, we're also the fastest in the world at what we do — so being extraordinary is a way of life. If you are looking for an extraordinary career opportunity, you've come to the right place as we are looking for additional people to join our team.

Proto Labs is the world's fastest source for custom prototype and low- to mid-volume parts. With our 3D Printing, CNC Machining and Injection Moulding services, our speed and versatility lets you take your parts from the very early stages of prototyping all the way up to short-run production of 10,000+ parts — all with one technology-driven, quick-turn company.

The Role

We are seeking a Shipping Clerk who will be responsible for ensuring parts are shipped to customers around Europe on time and in a safe and secure fashion. You will provide advice, troubleshoot and track information regarding shipments and provide assistance to the customer service representatives. You will follow through with all areas of administration regarding shipping, such as dispatch notes and documentation; arrange special deliveries and close orders after shipment.

You will be working days 11am to 7pm Monday to Friday.

The Candidate

The role will appeal to an individual capable of working in a fast paced environment. You will have the initiative to approach challenges with enthusiasm and the ability to react to rapid changes in prioritisation whilst maintaining a clear focus on the company objectives. Exceptional time management, communication skills and attention to detail are a must and you must be computer literate.

Benefits

- Company bonus scheme
- Company pension scheme
- Childcare vouchers
- Excellent working environment

To apply please e-mail your CV to lecitta.darlington@protolabs.co.uk or call us on 01952 683035 for further information.