



Our client is a family-run importer of fine French and Spanish wines, working with small, independent wineries that respect tradition and the environment. They are looking for a **French or Spanish speaking Office Coordinator** to join their small and close-knit team.

This is a varied, hands-on **360° role**, combining office administration, stock management, logistics, shipping and customs, with occasional warehouse duties. The successful candidate will need to be highly organised, numerate and detail-oriented, while being comfortable working as part of a small team where everyone contributes.

Please note: working hours are 07:15 to 16:30 Monday to Thursday and 07:15 to 14:30 on Friday (39 hours per week). The 07:15 start is non-negotiable.

ROLE of the Office Coordinator:

- Maintaining accurate stock records at all times
- Managing the shipping process, from placing orders through to delivery into the UK duty-paid warehouse
- Ensuring customs, excise and shipping procedures are followed correctly
- Processing data entry and stock transfers
- Processing sales orders and invoicing
- Coordinating general logistics and ad-hoc administrative tasks
- Answering calls from existing and prospective customers
- Taking and processing customer orders, alongside the secretary
- Arranging couriers and deliveries
- Loading and unloading delivery vehicles using a forklift if needed (training provided)
- Willing to support general warehouse operations, including lifting and moving wine cases, if needed

PROFILE:

- French and/or Spanish at **intermediate level**, ideally
- Previous experience in office administration or a similar coordination role
- Experience using computerised stock management systems is highly desirable
- Previous experience in the wine sector, or a strong genuine interest in wine
- Good numerical and IT skills, with the ability to work accurately with order processing and stock management systems
- Knowledge of customs, excise and shipping procedures, both within and outside the EU
- Knowledge of bonded warehousing would be advantageous
- Highly organised, efficient and meticulous, with excellent attention to detail
- Analytical and thorough, with the ability to think laterally and solve problems
- Excellent communication skills and a strong team-player mentality
- Comfortable working in a small team where collaboration and flexibility are essential
- Physically able to carry out warehouse duties, including lifting wine cases
- Forklift experience would be an advantage, although full training can be provided
- **Must be willing and able to start work at 07:15 every morning – non-negotiable**

SALARY & BENEFITS

- **£30,000 – £40,000 per annum**, depending on experience and skills
- Additional benefits to be confirmed

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