



GLOBAL
INKJET
SYSTEMS

A NANODIMENSION DIVISION

Despatch Operative

Company Overview

Global Inkjet Systems (GIS) is a division of Nano Dimension, and we are an awarding-winning global leader in the development and supply of application software, electronics, and ink system components in industrial inkjet printing market. Our focus is on designing tailored next-generation software, and advanced printing system components, and providing services for our customers worldwide, such as direct-to-shape printing, inkjet hardware components and 3D printing.

We foster a friendly culture for people to work collaboratively towards success, communicate openly to challenge the norm and nurture people to create the thought leaders of the future.

The role

GIS has an exciting opportunity for a Despatch Operative to join our small Business Support Team based in North Cambridge. As a Despatch Operative, you will be responsible for supporting the supply of our electronic and ink systems parts to our customers globally, with a secondary responsibility to back up the Business Support Team by inputting orders onto SAGE when needed. Training will be provided in these areas.

If you are hardworking with excellent attention to detail, ambitious, have a can-do attitude and are looking for a new opportunity where you can learn more about Sales Order Processing and help in other areas of the business as your skills grow and develop, then this is the role for you.

Duties and responsibilities

- Picking and packing electronic items
- Raising despatch notes on SAGE 200
- Preparing goods for despatch
- Generate waybills and commercial invoices on our broker website
- Liaise with freight forwarders/couriers
- Ensuring the shipping area is kept clean
- Order boxes and arrange storage/delivery
- Ensure packing equipment is maintained

Desirable skills

- Experience of SAGE 200, however, training will be provided.
- Literate in Microsoft Office
- Willing to be flexible in the working role.
- Self-motivated and positive.

In addition to a competitive salary, the role offers an attractive benefits package:

- Pension contributions
- Private health insurance



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- Life insurance
- Company funded staff kitchen with snacks, chocolate, drinks and fruit
- Company funded social events
- Company funded Charity Committee
- 25 days annual leave
- Cycle to work scheme