

# United Kingdom Jobs Expertini®

## Administrator Nights

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Company: First Call Contract Services

Location: Rochester

Category: other-general

First Call Contract Services are currently looking to recruit a Warehouse Administrator for our client busy operations based in Hoo Kent, ME3. Ideally candidates will have worked in a warehouse or transport environment however any administration experience will be considered. This role is a temporary to permanent basis, long term opportunity. Immediate interviews & starts are available. Hours are Monday to Friday, 10PM - 6AM. Starting salary is 13.66p/h increasing after 8 weeks probation depending on experience + Excellent Company Benefits. Candidate duties will include: Effectively plan all volume, both inbound and outbound, in conjunction with operational availability. Co-ordinate with other departments to make on-site decisions by managing order flow through WMS Systems. Scan all despatch items leaving the warehouse and incoming stock. Monitor, chase and process all POD's ensuring timely updating of internal systems. To provide the warehouse with excellent levels of administration support. To provide excellent levels of customer service at all times. Checking order systems and workflow through the warehouse operations. Candidate experience will include: Proficiency in Microsoft Excel, Word & Outlook. Highly organised and a team player. Deadline focused. Excellent communication skills. Why Work with First Call? Money-saving offers and discounts at your fingertips. 24/7 GP helpline. Discounted gym membership in over 2500 gyms. Online payslip access. Personal insurance. Weekly pay. What We're Looking For: Enthusiastic and dedicated individuals. Strong initiative and coaching skills. Ability to thrive in a challenging role. Long-term career aspirations. Join us at First Call Contract Services Ltd, where we prioritize your growth and development. Be part of a team that's making a difference in

therenewable energy sector!This role is beingrecruited for on a temporary to permanent basis and Immediateinterviews & starts areavailable.First Call Contract ServicesLtd is acting as an Employment Business in relation to thisvacancy.Communication (internal and external) Planningand coordination Time management Problem-solving Accuracy andattention to detail

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