

# United Kingdom Jobs Expertini®

## Administrator

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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. Shifts: Monday to Friday 6AM - 2PM or Monday to Friday 2PM - 10PM. Pay rate: AM: 12.20 per hour, OT 16.23, increasing after 12 weeks probation depending on experience + Excellent Company Benefits. PM: 12.60 per hour, OT 16.76 increasing after 12 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 administrative 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. This role is being recruited for on a temporary to permanent basis and immediate interviews & starts are available. First Call Contract Services Ltd is acting as an Employment Business in relation to this vacancy. Communication (internal and external) Planning and coordination Time management Problem-solving Accuracy and attention to detail

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