

Goods In Administrator

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Company: Culina Group

Location: Haverhill

Category: business-and-financial-operations

Job Description

Our Haverhill site have an exciting opportunity for a Goods In Administrator to join their team.

This role is a full time, 4 month fixed term contract.

As a Goods in Administrator you will be responsible for ensuring goods in vehicles are booked, tipped and monitored in a timely, effective and accurate manner.

Salary: £25,200 per annum, plus £2,080 night shift premium.

Working hours: 4 on 4 off, 7pm-7am.

Key Duties of Goods In Administrator:

Full control of booking in vehicles to allocated times according to the booking schedule.

Ensure all data is logged correctly and accurately on the Goods schedule.

Control the releasing of PANs to the correct booking references in a timely and accurate manor.

Ensure all GRN's and paperwork are filed correctly.

Manage all returns from customers accordingly.

Accurately complete daily reporting.

Correctly distribute all relevant paperwork to other departments.

Ensure an understandable and accurate handover is given at the end of each shift.

Other administrative tasks as determined from time to time by the Stock & Administration Manager.

Manage all client queries in a timely and professional manner and to the satisfaction of the customer.

Ensuring client reports are accurate and communicated in accordance with agreed timeframes.

Qualifications

Attention to detail/accuracy.

Planning and organising skills, high level of numeracy.

Strong communication skills in order to deliver accurate information.

Effectively prioritise work load in order to meet set deadlines.

Able to work as part of a team or individually.

Able to work effectively and communicate to the correct level.

Be professional, approachable and helpful to ensure smooth running of the general operation.

Additional Information

As part of our drive to make Culina Logistics a great place to work. We are proud to be an inclusive and diverse organisation where we are committed to employee development and recognising success for hard working performers.

Our dedicated learning and development programmes are open to every employee to give you the opportunity to shape your own future within logistics and continue to work in an environment where team culture thrives.

Our People are the driving force behind our success, which is why we offer a wide range of benefits which include:

Annual Leave – Competitive holiday entitlement.

Pension scheme – We want colleagues to enjoy a comfortable retirements so we offer a great contribution of 4% employee and 4% employer.

Life Assurance - 2 x your annual salary.

Wellness – Via our Employee Assistance Programmewe offer immediate access to a confidential telephone counselling and legal information service that operates 24 hours a days, 365 days a year.

Eye Care Vouchers – We can provide you with substantial savings with free eye tests and discounts on prescription glasses.

Reward & Recognition – We recognise that employees have gone the extra mile via Employee of the month and year, special recognition and long service awards.

Everyday discounts - Via our benefit platform you will have access to over 50 retailer discounts for everyday savings!

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