

## Stock Administrator

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Company: Culina Group

Location: Haverhill

Category: other-general

**Job Description** Our Haverhill site have an exciting opportunity for a Stock Administrator to join their team. This role is a full time, 12 month fixed term contract. As a Stock Administrator you will be responsible for providing accurate stock administration, reconciling actual stock against system stock, investigating discrepancies and escalating non-conformance.

**Salary:** £25,200 per annum. **Working hours:** 4 on 4 off, 7am-7pm. **Key Duties of Stock Administrator:** Inspecting floors daily and physically checking stock as required. Reconciling goods inbound and 'chill' download reports. Creating and distributing stock reports to both internal and external customers. Processing stock queries within agreed timeframes, providing customer care. Investigating discrepancies and processing dispute procedures. Processing returns and inter depot cross documents. Pursuing stock rejections and returns throughout the network. Processing system transactions to correct stock balances. Investigating outstanding, incoming, outside and missing pallets. Recording and escalating internal and external non-conformances. Providing cover for Goods In desk as required. Filing general admin paperwork.

**Qualifications** Excellent attention to detail and accuracy skills. Ability to communicate effectively and professionally. PC literate and experience in MS Excel. Ability to solve problems methodically and actively seek resolutions. Able to manage own work load effectively and prioritise. Excellent customer service skills. Organised, clean and tidy approach to work.

**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 Programme we 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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